



CITY OF ATLANTA, GEORGIA

NEIGHBORHOOD STABILIZATION PROGRAM (NSP)

**Substantial Amendment to the 2004-2009
Consolidated Plan**

FY 2008 ANNUAL ACTION PLAN AMENDMENT

APPLICATION

Prepared by the Department of Planning and Community Development
Bureau of Housing
68 Mitchell Street, Suite 1200
Atlanta, Georgia 30303
(404) 330-6070 / (404) 330-6390

To Be Submitted December 1, 2008

NEIGHBORHOOD STABILIZATION PROGRAM (NSP)

Substantial amendment to the 2004-2009 Consolidated Plan

TABLE OF CONTENTS

I. Application

- A. Areas of Greatest Needs
- B. Distribution and Uses of Funds
- C. Definitions and Descriptions
- D. Low Income Targeting
- E. Acquisition and Relocation
- F. Public Comment
- G. NSP Information by Activity, Budget and Performance Measures
 - 1. Financing of Affordable Housing
 - 2. Acquisition, Rehabilitation and Disposition of Foreclosed properties
 - 3. Land Banking
 - 4. Demolition of Blighted and Vacant Structures
 - 5. Redevelop of Vacant Properties
 - 6. Planning and Administration

II. Certifications

III. Appendix

- A. NSP Budget and Performance Summary
- B. Lead Hazard Reduction and Rehabilitation Standards
- C. Public Information and Public Hearing Comments

THE NSP SUBSTANTIAL AMENDMENT **TO THE 2008 ANNUAL ACTION PLAN OF THE** **2004-2009 CONSOLIDATED PLAN**

Jurisdiction(s): <u>City of Atlanta</u> Jurisdiction Web Address: www.atlantaga.gov	NSP Contact Person: Evelyn Nu'Man, Director of Housing Address: 68 Mitchell Street, Suite 1200, Atlanta, GA 30303 Telephone: (404) 330-6390 Fax: (404) 658-6950 Email: enuman@atlantaga.gov
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A. AREAS OF GREATEST NEED

Provide summary needs data identifying the geographic areas of greatest need in the grantee's jurisdiction.

A number of Atlanta neighborhoods have been adversely impacted by the current foreclosure crisis. This impact extends well beyond the lives of families directly affected by foreclosures. The foreclosure epidemic has resulted in a glut of vacant bank-owned homes in many once-stable neighborhoods. Concentrations of empty foreclosed homes have lead to a downward cycle of blight, vandalism, abandonment, increased crime, declining property values, shrinking tax bases and community asset deterioration. Many fear that this mortgage crisis threatens to undo much of the tremendous progress made by community-based organizations in the last few decades to revitalize Atlanta's low- and moderate-income neighborhoods.

HUD's new Neighborhood Stabilization Program ("NSP"), offers financial resources to assist in the redevelopment of these abandoned and foreclosed homes. Under the initial allocation formula, Atlanta has been awarded \$12,316,082 subject to an acceptable application under the HUD Notice. This application must, among other things, describe the proposed distribution of funds to assist areas of greatest need based on grantee-driven and statutory factors. The statutory factors include:

- a) areas with the greatest percentage of home foreclosures,
- b) areas with the highest percentage of homes financed by subprime mortgages, and
- c) areas identified by the grantee as likely to face a significant rise in the rate of home foreclosures.

A preliminary analysis of foreclosure data for City of Atlanta suggests that [nearly / over] half of all City Census Tracts are at high risk of continuing foreclosure and abandonment. Private financial institutions now own over 13,000 homes, with an additional 5,100 plus homes on the market by their owners and the number of foreclosures of homes with Fannie Mae, Freddie Mac and HUD-insured mortgages are also significant and growing. The challenge for the City is how to most effectively utilize the NSP funds available, recognizing that this \$12 million, if used quickly and effectively, can at best only begin to address the problem and call attention to the need for substantially larger pools of funding. The plan for the use of these funds must also be transparent and defined by

clear, simple parameters that will enable the City to cast a wide net for quick utilization across all high-risk areas.

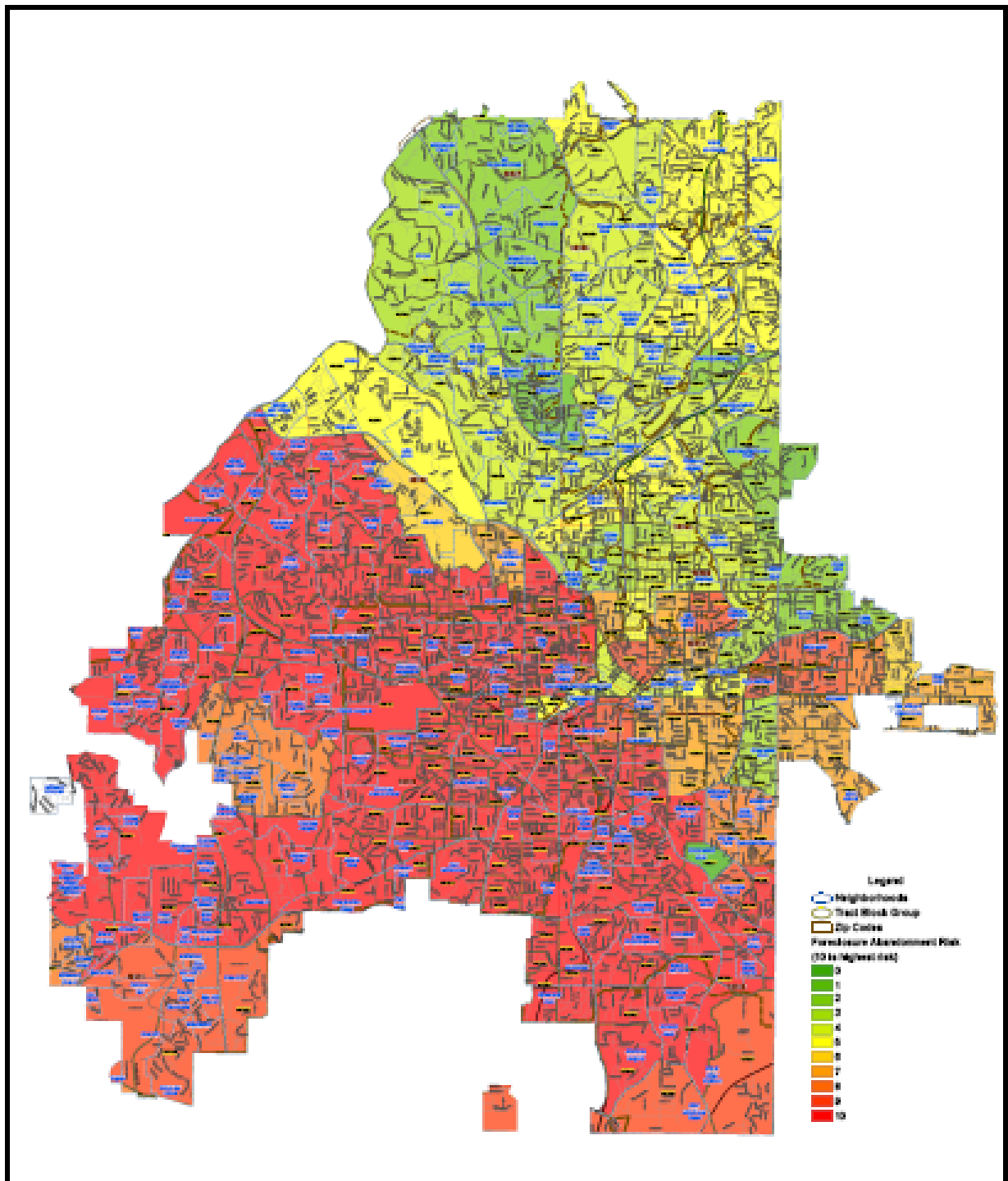
Targeted Areas

As identified on the chart and map below, the City of Atlanta will target all NSP funds to the 73 out of 129 census tracts that have been assigned a foreclosure and abandonment risk score by HUD of 8 and higher. This represents portions of the following zip codes 30307, 30310, 30311, 30312, 30314, 30315, 30316, 30317, 30318, 30331 and 30354. The City of Atlanta has confirmed that portions of these zip codes represent the areas of greatest need by cross referencing the HUD foreclosure and abandonment risk score with the foreclosure filings, foreclosure listings, the hi-cost subprime loan rate, and predicted foreclosure rate.

Zip Code	Census Track	HUD Risk Score	Hi Cost Loan Rate	18 month Predicted Rate	Foreclosure Filing Rate	Foreclosure Listing Rate
30307	205	9	32.6	6.4	1%	4%
	206	9	32.3	6.3		
30310	40	10	66.1	12.4	17%	9%
	41	10	63	11.8		
	42	10	50.8	9.6		
	57	10	74.4	13.9		
	58	10	60.6	11.4		
	60	10	63.6	11.9		
	61	10	65.6	12.3		
	62	10	67.8	12.7		
	63	10	70.5	13.2		
	65	10	52.6	10		
	66.1	10	54.9	10.4		
	66.2	10	82.1	15.3		
	75	10	61.1	11.5		
	76.1	10	57.4	9		
	80	10	60.7	11.4		
	81.1	10	58.1	10.9		
	81.2	10	52.9	10		

30311	61	10	65.6	12.3	7%	3%
	76.1	10	47.4	9		
	76.2	10	48.5	9.2		
	77.1	10	41.3	7.9		
	77.2	9	43.1	8.2		
	78.7	10	65.2	12.2		
	78.8	10	63	11.8		
	79	8	39.8	7.7		
	80	10	60.7	11.4		
	81.2	10	52.9	10		
30312	17	9	32.1	6.3	3%	2%
	28	8	20.7	4.2		
	44	10	70.5	13.2		
	46	9	36.6	7.1		
	48	8	44.4	8.5		
30314	23	10	74	13.8	10%	5%
	24	10	59.3	11.2		
	25	10	59.9	11.3		
	26	10	70.6	13.2		
	36	9	37.7	7.3		
	37	10	100	18.5		
	38	10	69.6	13		
	39	10	65.2	12.2		
	40	10	66.1	12.4		
	83.1	10	70	13.1		
	83.2	10	62.6	11.8		
	84	10	72	13.5		

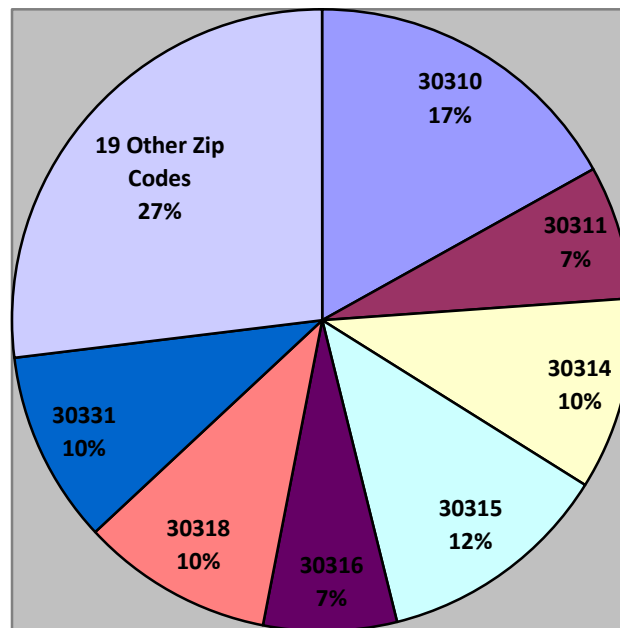
30315	55.1	10	63	11.8	12%	8%
	55.2	10	47.3	9		
	56	10	65.4	12.3		
	57	10	75.4	13.9		
	63	10	70.5	13.2		
	64	10	57.9	10.9		
	67	10	48.1	9.2		
	68.2	9	53.7	10.2		
	70.1	10	66.5	12.5		
	70.2	10	71.6	13.4		
	71	10	69.4	13		
	74	10	67.6	12.6		
	75	10	61.1	11.5		
30316	31	9	33.7	6.6	7%	5%
	69	8	30	5.9		
30317	205	9	32.6	6.4	3%	5%
	207	8	28.8	5.7		
30318	8	10	77.9	14.5	10%	6%
	22	10	71.9	13.4		
	23	10	74	13.8		
	82.1	10	57.2	10.8		
	83.1	10	70	13.1		
	84	10	72	13.5		
	85	10	60.6	11.4		
	86.1	10	66.4	12.5		
	87.2	10	63.7	12		
30331	77.1	10	41.3	7.9	10%	7%
	77.2	9	43.1	8.2		
	78.2	10	41.3	7.9		
	78.6	10	62.6	11.8		
	78.7	10	65.2	12.2		
	79	8	39.8	7.7		
	82.2	10	71.2	13.3		
	86.2	10	72.5	13.5		
30354	72	9	34.1	6.6	3%	1%
	73	10	67.2	12.6		



Map data provided by Google Maps
Map data provided by Google Maps

The City of Atlanta has collected data from Equity Depot, a foreclosure listing service on the number of foreclosure filings per zip code within the City limits in 2006, 2007 and January 2008-July 2008. During this time frame, 27,706 filings occurred within the twenty-six (26) zip codes in the City of Atlanta. The City analyzed the data and identified 30310, 30311, 30314, 30315, 30316, 30318 and 30331, as each representing approximately 7% or more of the foreclosure filings in the City of Atlanta.

Percentage of Foreclosure Filings by Zip Codes



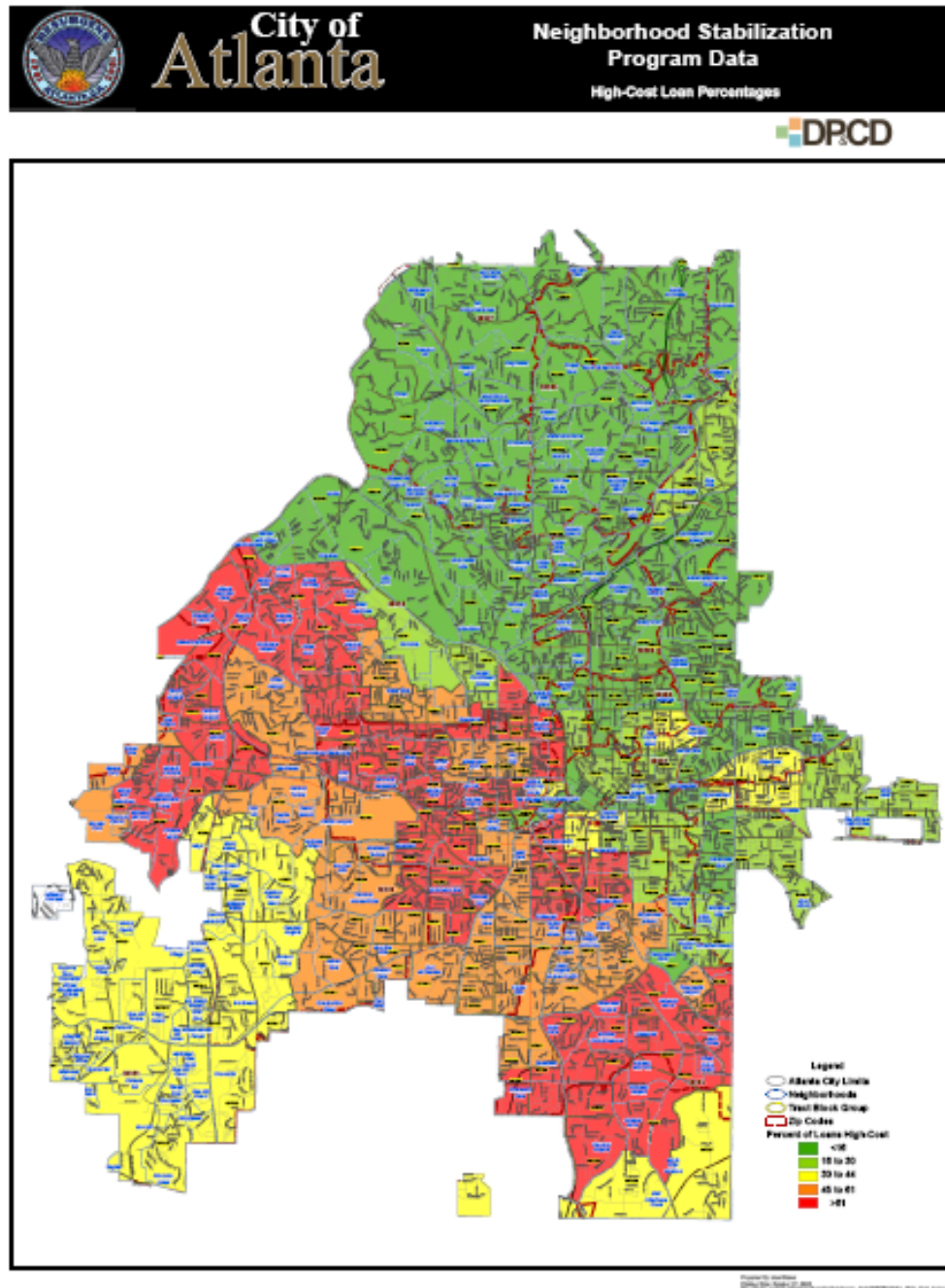
Current Foreclosure Listings

The City of Atlanta has collected data from Realty Trac, HUD, Fannie Mae and Freddie Mac on the current REO listings within the City limits as of October 2008. 13,863 foreclosed properties were listed within the City's 26 zip codes. The City analyzed the data and identified 30310, 30314, 30315, 30316, 30317, 30318, and 30331, as each representing approximately 5% or more of the total foreclosure listings in the City of Atlanta.

Zip Codes	REO	HUD	Freddie Mac	Fannie Mae	Total #	% of Total (13,863)
30310	1120	7	18	91	1236	9%
30314	693	5	11	44	753	5%
30315	1028	16	20	99	1163	8%
30316	640	12	15	38	705	5%
30317	667	1	1	15	684	5%
30318	702	8	9	71	790	6%
30331	945	18	10	61	1034	7%
Total	5,795	67	84	419	6735	45%

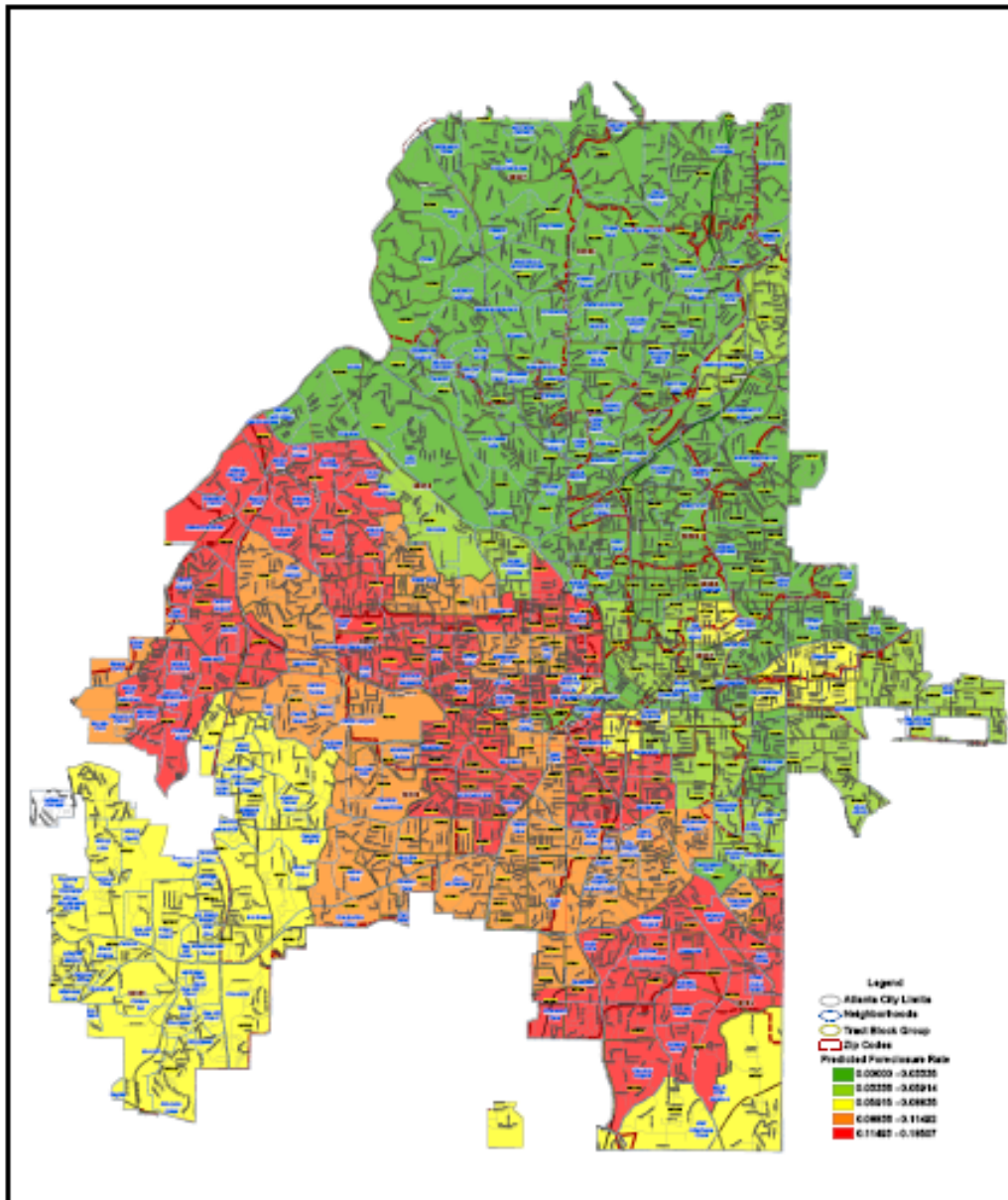
Hi-Cost Subprime Loan Rate

The City of Atlanta reviewed the data provided by HUD to determine the areas with the highest percentage of homes financed by subprime mortgage loans within the City limits. After examining the data, the City determined that those areas with a subprime mortgage loan rate of 45% and above represented areas of greatest needs include portions of zip codes 30310, 30314, 30315, 30318 and 30331.



Predicted Foreclosure Rate

The City of Atlanta reviewed the data provided by HUD to determine the areas with the highest predicted foreclosures in the next 18 months within the City limits. After examining the data, the City determined that those areas with a rate of 8% and above represent the areas of greatest needs include 30310, 30314, 30315, 30318, and 30331.



B. DISTRIBUTION AND USES OF FUNDS

Provide a narrative describing how the distribution and uses of the grantee's NSP funds will meet the requirements of Section 2301(c)(2) of HERA that funds be distributed to the areas of greatest need, including those with the greatest percentage of home foreclosures, with the highest percentage of homes financed by a subprime mortgage related loan, and identified by the grantee as likely to face a significant rise in the rate of home foreclosures.

Based upon the analysis of the areas of greatest needs, the City defined by the following criteria: (1) foreclosure and abandonment risk scores, (2) foreclosure filings, (3) foreclosure listings, (4) subprime mortgage loan rates, (5) predicted foreclosure rates, (6) owner occupancy status, (7) vacancy rates, and (8) pre-existing City of Atlanta Planning Study Areas; the City will programmatically target and distribute NSP funds to those census tracts with a foreclosure and abandonment risk score of 8 or greater to three neighborhood types: Stable Neighborhoods, Declining Neighborhoods, and Distressed Neighborhoods.

Stable Neighborhoods

There are some neighborhoods within the City that, while experiencing relatively high rates of foreclosure, can still be described as generally stable, experiencing only the initial signs of neighborhood decline and with a generally high percentage of owner-occupied houses. The typical pattern in these communities is that a single bank-owned vacant house on a block has lingered on the market due to the generally soft market and/or minor vandalism and disrepair that detract from its marketability. These vacant, often boarded up houses contribute to a decrease in the immediate neighborhood's desirability and often help spur additional neighborhood decline resulting in falling home prices and increasing foreclosures. Increased foreclosures may cause the surrounding blocks to experience contagious decline, potentially spreading to the surrounding neighborhoods.

The ability to target funds to the financing mechanisms, acquisition and rehab, and re-sale of these houses in otherwise stable neighborhoods will allow the City to short circuit the negative impact on property values and ensure that these neighborhoods remain stable.

Declining Neighborhoods

Declining neighborhoods can be characterized as areas where the percentage of owner-occupied houses is lower than that found in stable neighborhoods. These neighborhoods are characterized by higher rates of investor ownership and may include small multi-family rental complexes in the neighborhood fabric. In such communities, vandalism is more prevalent and obvious, and household incomes are generally lower. Additional City resources may be available and leveraged in these neighborhoods, to assist in redeveloping and stabilizing the immediate neighborhood and surrounding communities.

With appropriately targeted acquisition and rehab funds we believe that properties in these neighborhoods can also be successively revitalized and added back to the affordable housing stock of the City; targeting both rental and moderate-income home owner populations.

Distressed Neighborhoods

Neighborhoods experiencing significant blight, declines in population and/or significant increases in the number of foreclosed properties are categorized as distressed. The foreclosures may comprise areas with multiple vacant buildings per block and even blocks that are comprised of only vacant houses. These factors contribute to an overall neighborhood decline including increasing vandalism; diminishing safety of remaining residents, illegal tenancies and the evaporation of market demand. Redevelopment Plans

and other City resources are more likely to be available to assist in developing a comprehensive stabilization plan of the immediate neighborhood and surrounding community.

The City believes the most effective use of NSP funds in these areas will be selective acquisition, demolition and redevelopment, and land banking to facilitate assemblages.

C. DEFINITIONS AND DESCRIPTIONS

(1) Definition of “blighted structure” in context of state or local law.

The State of Georgia defines blight as a developed property that is conducive to ill health, transmission of disease, infant mortality, or crime in the immediate proximity of the property and represents at least two of the following conditions:

- Uninhabitable, unsafe, or abandoned structures;
- Inadequate provisions for ventilation, light, air, or sanitation;
- An imminent harm to life or other property caused by fire, flood, hurricane, tornado, earthquake, storm, or other natural catastrophe respecting which the Governor has declared a state of emergency under state law or has certified the need for disaster assistance under federal law; provided, however, this division shall not apply to property unless the relevant public agency has given notice in writing to the property owner regarding specific harm caused by the property and the owner has failed to take reasonable measures to remedy the harm;
- A site identified by the federal Environmental Protection Agency as a Superfund site pursuant to 42 U.S.C. Section 9601, et seq., or environmental contamination to an extent that requires remedial investigation or a feasibility study;
- Repeated illegal activity on the individual property of which the property owner knew or should have known; or
- The maintenance of the property is below state, county, or municipal codes for at least one year after notice of the code violation

(2) Definition of “affordable rents.”

For the Neighborhood Stabilization Program, “affordable rents” is defined as the Fair Market Rents (FMR) established by HUD each year for the Section 8 Program. The monthly rent, including the cost of utilities (except telephone), is established by HUD for units of varying sizes (by number of bedrooms) and is published in the Federal Register in accordance with 24 CFR parts 888. Affordable rent requirements will be enforced through deed restrictions and a lien in the amount of the total NSP investment in the project.

(3) Describe how the grantee will ensure continued affordability for NSP assisted housing.

Single Family Housing

For single family rental, lease-purchase and home-ownership properties, the City of Atlanta will use a modified version of the HOME minimum affordability periods for the amount of NSP funds invested as shown below:

HOMEOWNERSHIP ACTIVITY	AVERAGE PER-UNIT HOME \$	MINIMUM AFFORDABILITY PERIOD
Financing, New Construction, Rehabilitation or Acquisition of Existing Housing	<\$15,000/unit	5 years
	\$15,000- \$40,000/unit	10 years
	\$40,000-\$90,000	15 years
	>\$90,000	20 years

The City will use either resale or recapture restrictions to ensure long term affordability. The City will place a lien or land use restriction agreement (LURA) on the property to run with the land. A security deed will recapture all or a portion of the NSP funds provided as direct subsidy to the homebuyer. A Land Use Restriction Agreement will restrict the resale of property to households at or below 120% AMI for those properties that receive soft seconds.

Multifamily Housing

Multifamily rental housing properties must be affordable for at least 20 years. Resale restrictions will be placed on the property in the form of a covenant to run with the land. Rents will be set in accordance with the definition of affordable rents described above. The City or its designated agency will monitor the multifamily rental developments that are assisted with NSP funds during the affordability period every 3 years to ensure that the units are affordable and that the property continues to meet the minimum housing quality standards or any additional housing inspection standards, the City of Atlanta deems necessary.

RENTAL HOUSING ACTIVITY	AVERAGE PER-UNIT HOME \$	MINIMUM AFFORDABILITY PERIOD
Financing, New Construction, Rehabilitation or Acquisition of Existing SF Housing	<\$15,000/unit	5 years
	\$15,000- \$40,000/unit	10 years
	\$40,000-\$90,000	15 years
	>\$90,000	20 years
Financing, New Construction or Acquisition of Newly Constructed MF Housing		20 years

(4) *Describe housing rehabilitation standards that will apply to NSP assisted activities.*

The City of Atlanta will use the Bureau of Housing's "Lead Based Reduction & Rehabilitation Standards" as the guide to repair foreclosed and abandoned houses and bring each property up to Atlanta Housing Code. Either City of Atlanta staff, or third-party contractors, will inspect each property and develop a scope of work. In 2008, the City of Atlanta implemented an "Affordable Workforce Housing Green Building Policy" which requires nonprofit developers applying for HOME funding for residential construction (new or rehabbed) to incorporate green building practices into their program. The green guidelines of the Enterprise Green Communities Criteria and the Earth Craft House Program were implemented to measure green standards in each project. The City of Atlanta will incorporate the "Affordable Workforce Housing Green Building Policy" into the NSP Program.

D. LOW INCOME TARGETING

Identify the estimated amount of funds appropriated or otherwise made available under the NSP to be used to purchase and redevelop abandoned or foreclosed upon homes or residential properties for housing individuals or families whose incomes do not exceed 50 percent of area median income.

The City of Atlanta will use at least \$3,079,021 of the NSP grant and 25% of any program income received to purchase and rehabilitate foreclosed upon single family and multi-family residential properties in the targeted areas of greatest need. The properties will be available to become single family or multifamily rental housing, or homeownership opportunities for households whose incomes do not exceed 50% of Area Median Income (AMI). It is anticipated that the majority of the funds set aside for households at or below 50% of AMI will be for rental housing; however homeownership opportunities will not be excluded. The City will encourage housing partners to purchase and renovation of small multifamily properties, to serve special needs and hard to house populations. The City will require a proven track record in property/asset management of rental property for all the housing partners selected to do rental activates.

E. ACQUISITIONS & RELOCATION

Indicate whether grantee intends to demolish or convert any low- and moderate-income dwelling units (i.e., $\leq 80\%$ of area median income).

The City of Atlanta plans to acquire only vacant land and unoccupied structures. However all acquisitions made by the City of Atlanta will follow and meet all federal requirements for acquiring properties utilizing federal funds and will comply with all of the Uniform Relocation Act mandates. The City of Atlanta will not demolish occupied housing, however if it becomes necessary for the City to demolish the City will follow the Uniform Relocation Act.

F. PUBLIC COMMENT

Provide a summary of public comments received to the proposed NSP Substantial Amendment.

Response: To be added after public comment period and public hearing ends.

G. NSP INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)

(1) **Activity Name:** **FINANCING OF AFFORDABLE HOUSING**

(2) **Activity Type:**

NSP ELIGIBLE USE:	CDBG ELIGIBLE ACTIVITY:
(A) Establish financing mechanisms for purchase and redevelopment of foreclosed upon homes and residential properties, including such mechanisms as soft-second, loan loss reserves, and shared-equity loans for low- and moderate-income homebuyers	As part of an activity delivery cost for an eligible activity as defined in 24 CFR 570.206. • Also, the eligible activities listed below to the extent financing mechanisms are used to carry them out.

(3) **National Objective:** Benefit low, moderate and middle income persons—i.e., ≤ 120% of area median income.

(4) **Activity Description:** Financing mechanisms may include origination fees for the issuance of single family mortgage revenue bonds, down payment & closing cost assistance, permanent soft-second loans, loan loss reserves and shared-equity loans. This financing assistance will enable the City to offer single family homes within the targeted census tracts to qualified households at rents and purchase prices these households can afford.

(5) **Location Description:** The financing of affordable housing will take place in the areas of greatest need, as identified in Section A. The program will be operated primarily in those neighborhoods classified as stable, declining and distressed.

(6) **Performance Measures:** We project that this activity will assist the following number of units at the income levels outlined in the chart below:

% of AMI	# Units
0-50%	0
51-80%	29
81-120%	21
Total	50

(7) **Total Budget:**

The City of Atlanta anticipates utilizing \$1,250,000 of NSP funds to support the financing of affordable foreclosed housing units. The City of Atlanta anticipates being able to layer the NSP funds with the following existing Down Payment Assistance Programs: Title XX Mortgage Assistance Program (MAP), Atlanta Housing Opportunity Bond (HOME Atlanta), Atlanta Affordable Housing Opportunity Program (AAHOP) and DCA Georgia Dreams Program.

(8) **Responsible Organization**: The City will manage the NSP financing of affordable foreclosed houses activity through the Bureau of Housing.

Responsible Organization	Administrator Contact Information
City of Atlanta, Bureau of Housing	Evelyn Nu'Man, Director
68 Mitchell Street, Suite 1200	(404) 330-6390
Atlanta, GA 30303	Enuman@AtlantaGA.gov

(9) **Projected Start Date**: January 5, 2009

(10) **Projected End Date**: July 5, 2010

(11) **Specific Activity Requirements**: The Financing of Affordable Housings Activity will assist the City of Atlanta in utilizing the local or state Housing Finance Agencies (Urban Residential Finance Authority or Georgia Department of Community Affairs), to issue Single Family Mortgage Revenue Bonds, as well as provide financial assistance in the form of a soft second mortgage or down payment assistance to the homebuyer to acquire foreclosed properties for homeownership. The City of Atlanta will provide financial assistance in the form of a deferred second mortgage loan, with an interest rate of 0-3%, to cover principle reduction, interest rate buy-downs, down payment assistance, rehabilitation escrow (similar to the 203(K)) and closing cost to qualified home buyers whose incomes do not exceed 120% AMI. We estimate that the total amount of NSP assistance will average approximately \$25,000 per unit. The terms of the deferred loan will be based on the affordability period described in C.3.

(1) **Activity Name:** **ACQUISITION, REHABILITATION & DISPOSITION OF FORECLOSED PROPERTIES**

(2) **Activity Type:**

NSP ELIGIBLE USE:	CDBG ELIGIBLE ACTIVITY:
(B) Purchase and rehabilitate homes and residential properties that have been abandoned or foreclosed upon, in order to sell, rent, or redevelop such homes and properties	<ul style="list-style-type: none">• 24 CFR 570.201(a) Acquisition(b) Disposition,(i) Relocation , and(n) Direct homeownership assistance (as modified below);• 570.202 eligible rehabilitation and preservation activities for homes and other residential properties (HUD notes that rehabilitation may include counseling for those seeking to take part in the activity).

(3) **National Objective:** Benefit low, moderate and middle income persons—i.e., ≤ 120% of area median income.

(4) **Activity Description:** Funds allocated for Acquisition, Rehabilitation, and Disposition Activity will be used as a revolving loan fund to:

- acquire foreclosed & abandoned properties;
- temporarily land bank foreclosed & abandoned properties until disposition;
- conduct substantial and limited rehabilitation and energy efficiencies of foreclosed & abandoned properties; and
- dispose of foreclosed & abandoned properties to low, moderate and middle income households.

Properties for NSP Acquisition Funds will include: portfolios from loan servicers and lenders and properties from brokers, located within the target areas identified in section A. The City of Atlanta through the Fulton County/City of Atlanta Land Banking Authority (“LBA”) or its housing partners will work to leverage the NSP funds available acquisition pools such as the Enterprise Community Partners, Forsyth Street Advisors, and the National Community Stabilization Trust (NCST) to acquire foreclosed upon properties located in City of Atlanta target areas. The City, housing partners, or the LBA may hold title to these properties until they are redeveloped and sold and/or it may transfer purchased properties to local development partners for renovation and eventual resale or rental. The City of Atlanta will also utilize potential homebuyers who have been pre-qualified for a mortgage and desire to live within the City of Atlanta, to identify foreclosed property they would like to purchase, for owner occupancy purposes only.

Properties rehabilitated with NSP Rehabilitation Funds must meet the Bureau of Housing’s “Lead Based Paint Reduction & Housing Rehabilitation Standards”,

Atlanta Housing Code and incorporate elements of the Earth Craft or Green Communities standards. The City of Atlanta will issue a Request For Qualifications/Proposals (RFQ/P) for qualified developers and contractors to perform the rehabilitation work. Upon the completion of rehabilitation work, all properties either acquired with NSP funds or rehabilitated with NSP funds will be disposed as homeownership units, rental units or permanent housing units for the homeless population.

(5) Location Description: Acquisition and rehabilitation of foreclosed properties will take place in the areas of greatest need, as identified in Section A. The program will be operated primarily in those neighborhoods classified as stable, declining and distressed.

(6) Performance Measures: We project that this activity will assist the following number of units at the income levels outlined in the chart below

% of AMI	# Units
0-50%	21
51-80%	25
81-120%	21
Total	67

(7) Total Budget: The City of Atlanta anticipates utilizing \$8,900,000 of NSP funds to acquire, rehabilitate and dispose of foreclosed housing units. The City of Atlanta will leverage the NSP funds with the Atlanta Land Acquisition Pool, Title XX Funds, HOME Funds, Atlanta Housing Opportunity Bond, Tax Allocation District Financing, Private Funds and potentially the NCST Capital Corporation, currently being formed to obtain short and intermediate term financing to leverage NSP funded projects.

(8) Responsible Organization: The City may issue a series of Requests for Qualifications (RFQs) or Proposals (RFPs) to obtain consultants, contractors, property management firms, developers, etc. as necessary to assist the City of Atlanta staff to carry out the activities described above. The City will identify the housing partners and sub-recipients to manage and implement the NSP program. The process and opportunities for the housing partners will be issued by January 31, 2009. The City will ensure that all prequalified lists of persons, firms, or products which are used in this program are current and include enough qualified sources to ensure maximum open and free competition. The City will maintain a written code of standards of conduct (that is consistent with the CDBG and HOME conflict of interest requirements) governing the performance of its employees engaged in the award and administration of contracts.

Responsible Organization	Administrator Contact Information
City of Atlanta, Bureau of Housing	Evelyn Nu'Man, Director
68 Mitchell Street, Suite 1200	(404) 330-6390
Atlanta, GA 30303	Enuman@AtlantaGA.gov

(9) Projected Start Date: January 5, 2009

(10) Projected End Date: July 5, 2010

(11) Specific Activity Requirements: The City of Atlanta will operate three programs through the NSP Acquisition, Rehabilitation and Disposition Activity. All single family and multifamily properties to be funded will be acquired via purchases of foreclosed upon properties including portfolios from loan servicers and lenders, properties at auction, properties from brokers and opportunities identified by for-profit and non-profit developers. In general, the process for obtaining these properties will be:

- The City and/or its housing partners will review listings of single family and multifamily foreclosed upon properties located in the target areas.
- Each property being considered for purchase will be appraised in accordance with the definition in the NSP regulations by a qualified appraiser. That information will be used to negotiate a discount of, on average, at least 15% using the formula provided in the NSP regulations.
- The City of Atlanta staff and/or third party contractors will estimate the cost of rehabilitation
- Sales contracts for properties will include a contingency for financing and for obtaining environmental clearance.
- City of Atlanta staff will conduct NEPA environmental reviews for each property;
- The LBA (or other newly formed entity) will acquire those properties determined to be financially feasible using the Enterprise Atlanta Acquisition Pool, potentially the NCST Capital Corporation, currently being formed to obtain short and intermediate term financing to leverage NSP funded projects, and other acquisition funding sources that may be available.
- Davis-Bacon wage standards will be used where appropriate.
- The LBA (or other newly formed entity) will oversee interim management of the acquired properties, clear title, provide tax abatement and ensure that all code enforcement requirements are met until disposition.

The City of Atlanta and/or its housing partners will choose the rehabilitation contractor from a list of qualified contractors. A construction management entity will ensure that construction projects are proceeding according to schedule. Alternatively, properties may be transferred to development partners for renovation and resale or rental. The City of Atlanta and/or its housing partners will inspect each property, develop a deficiency list of needed repairs, scope of work and cost estimate, participate in pre-construction meetings, conduct construction progress and final inspections, approve all change orders and disbursements.

1. Single Family Rehab and Resale.

Single family properties will be obtained as part of the portfolios from servicers and lenders and, as noted above, through auction, and other purchase opportunities as appropriate. The City of Atlanta and/or its housing partners may rehabilitate the properties and/or contract with third-party developers to rehabilitate the properties for resale to qualified home buyers whose incomes do not exceed 120% AMI at an affordable sales price or at the market value whichever is less and may not exceed the 2007 FHA 203(b) limit of \$252,890. It is expected that the affordable sales prices and occupancy in certain target areas will be set between 60 and 80% AMI since that better reflects the incomes of households living in the area.

It is expected that most potential buyers will come from homebuyer education programs and be pre-qualified by a first mortgage lender. They will review the properties that the LBA and its partners have on hand. If they are interested in purchasing a property, they will contact their lender and may apply to the City of Atlanta or other organizations for down payment and/or mortgage and rehabilitation assistance. The buyer will purchase the property using funds from the first mortgage lender and if needed a portion of the property acquisition, maintenance and rehabilitation cost would become a deferred second mortgage with an interest rate of 1 - 3% simple interest. In cases where other permanent subsidy resources can be identified, the NSP funds will be recycled to facilitate the purchase and renovation of additional properties.

The City of Atlanta and will also coordinate with local partners to facilitate a lease/purchase variation of this program to enable families who are not immediately able to qualify for financing to initially occupy homes as renters and work with qualified housing counselors to prepare for homeownership and eventually purchase the home. NSP funds in this case will be used to assist subsidize the debt service and/or reduce the sales price. All homebuyers are required to receive at least 8 hours of homeownership and financial management training, from a HUD approved counseling agency.

The City of Atlanta and its housing partners will also undertake an extensive outreach and marketing initiative with housing and counseling organizations city-wide to ensure that there is a sufficient pipeline of qualified buyers for these properties.

2. Single Family Rehab and Rental

The City of Atlanta and the LBA will also work with local partners to facilitate the purchase and renovation of single family homes for rental to households with incomes at or below 50% of AMI.

Preliminary analysis of market data of foreclosed properties in modest income neighborhoods suggests that the cost of purchase, renovation and re-rental can be achieved with an average of \$35,000 per house in subsidy. NSP funds will provide this subsidy in the form of a subordinate loan and these properties will be required to remain affordable for 5-20 years.

3. Multifamily, Permanent Supportive and Rental Buildings

It is envisioned that these buildings will be acquired by the LBA in coordination with community based developers or offered through an RFQ/RFP process for rehabilitation and ownership to entities who will keep the properties affordable for at least 20 years. Occupancy will include households whose incomes are at or below 50% AMI at initial occupancy. These buildings will be rehabilitated utilizing existing multi-family affordable housing financing sources including, but not limited to, low income tax credits, HOME funds, and 203 K. Should additional resources be required for project feasibility, soft second loans may be made available from NSP resources.

4. Marketing - A key to the success of this initiative will be identifying and preparing individuals and families for the purchase and rental of the acquired properties. We believe that there is sufficient need and demand for the properties we are targeting, but the outreach, counseling, and preparation of residents must be coordinated to maximize the flow of properties through the pipeline and accelerate the leveraging of limited dollars. This means that buyers and renters must be ready to move as soon as properties

are available and this will require a citywide marketing and counseling initiative incorporating all appropriate community based organizations. The Marketing Plan will include a strategy for branding green, sustainable, quality rehab, transit oriented opportunities within city limits.

(1) Activity Name: LAND BANKING

(2) Activity Type:

NSP ELIGIBLE USE:	CDBG ELIGIBLE ACTIVITY:
(C) Establish land banks for homes that have been foreclosed upon	• 24 CFR 570.201(a) Acquisition and (b) Disposition.

(3) National Objective: Benefit low, moderate and middle income persons—i.e., ≤ 120% of area median income.

(4) Activity Description: The City of Atlanta and Fulton County created a Land Bank with significant acquisition leverage and power. These include the ability to erase outstanding liens with no property taxes during holding periods. In certain distressed areas of the City, there may be opportunities to acquire foreclosed upon vacant lots and/or vacant houses (for demolition) that will create value for the community by facilitating an assemblage for future development. The City of Atlanta and its housing partners through the LBA (or other newly formed entity) will work with Enterprise Partners, Forsyth Street Advisors, and the National Community Stabilization Trust (NCST) to acquire foreclosed upon properties located in City of Atlanta target areas. The City will reserve approximately 3% of its NSP allocation (\$375,000) for land banking acquisitions and maintenance in the targeted areas.

(5) Location Description: Land Banking of foreclosed properties will take place in the areas of greatest need, as identified in Section A. The program will be operated primarily in those neighborhoods classified as declining and distressed.

(6) Performance Measures: We project that this activity will assist the following number of units at the income levels outlined in the chart below

% of AMI	# Units
0-50%	6
51-80%	6
81-120%	3
Total	15

(7) Total Budget: The total budget for this activity will include \$375,000 in NSP funds. The NSP funds will be leveraged utilizing the Enterprise Atlanta Acquisition Pool and potentially the NCST Capital Corporation, currently being formed to obtain short and

intermediate term financing to leverage NSP funded projects. The amount of private funding has not yet been determined.

(8) Responsible Organization: The LBA (or other similar newly created entity) will be a City of Atlanta sub-recipient. The LBA is an existing public authority chartered by the State of Georgia for the purpose of establishing a land banking program for Fulton County and the City of Atlanta. As such, it will use its own procurement policies and procedures. All procurement transactions will be conducted in a manner providing full and open competition consistent with the speed and volume of transactions during the 18 month NSP performance period. The City will maintain a written code of standards of conduct (that is consistent with the CDBG and HOME conflict of interest requirements) governing the performance of its employees engaged in the award and administration of contracts.

Responsible Organization	Administrator Contact Information
City of Atlanta, Bureau of Housing	Evelyn Nu'Man, Director
68 Mitchell Street, Suite 1200	(404) 330-6390
Atlanta, GA 30303	Enuman@AtlantaGA.gov

Responsible Organization	Administrator Contact Information
Fulton/Atlanta Land Bank Authority	Barry Jones, Interim Director
34 Peachtree Street, Suite 1900	(404)525-9336
Atlanta, GA 30303	

(9) Projected Start Date: January 5, 2009

(10) Projected End Date: January 4, 2019

(11) Specific Activity Requirements: In general, the process for obtaining these properties will be:

- The City and/or its housing partners will review listings of single family and multifamily foreclosed upon properties located in the target areas.
- Each property being considered for purchase will be appraised in accordance with the definition in the NSP regulations by a qualified appraiser. That information will be used to negotiate a discount of, on average, at least 15% using the formula provided in the NSP regulations.
- Sales contracts for properties will include a contingency for financing and for obtaining environmental clearance.
- City of Atlanta staff will conduct NEPA environmental reviews for each property; The LBA will acquire those properties determined to be financially feasible using an the Enterprise Atlanta Acquisition Pool, and potentially the NCST Capital Corporation, currently being formed to obtain short and intermediate term financing to leverage NSP funded projects. Properties will not be land banked for a period of more than 10 years.

Activity Name: DEMOLITION OF BLIGHTED AND VACANT STRUCTURES

(2) Activity Type:

NSP ELIGIBLE USE:	CDBG ELIGIBLE ACTIVITY:
(D) Demolish blighted structures •	• 24 CFR 570.201(d) Clearance for blighted structures only

(3) National Objective: Benefit low, moderate and middle income persons—i.e., ≤ 120% of area median income.

(4) Activity Description: The City of Atlanta will work with the LBA (or other newly created entity) and its community partners to demolish blighted structures in target areas in order to improve neighborhood safety and security.

(5) Location Description: Demolition of foreclosed properties will take place in the areas of greatest need, as identified in Section A. The program will be operated primarily in those neighborhoods classified as declining and distressed.

(6) Performance Measures: We project that this activity will assist the following number of units at the income levels outlined in the chart below

% of AMI	# Units
0-50%	4
51-80%	8
81-120%	4
Total	16

(7) Total Budget: The total budget for this activity will include \$159,473.80 in NSP funds.

(8) Responsible Organization: The City may issue a series of Requests for Qualifications (RFQs) to obtain consultants, contractors, property management firms, properties, etc. as necessary to assist the City of Atlanta staff to carry out the activities described above. The City will ensure that all prequalified lists of persons, firms, or products which are used in this program are current and include enough qualified sources to ensure maximum open and free competition. The City will maintain a written code of standards of conduct (that is consistent with the CDBG and HOME conflict of interest requirements) governing the performance of its employees engaged in the award and administration of contracts.

Responsible Organization	Administrator Contact Information
City of Atlanta, Bureau of Housing	Evelyn Nu'Man, Director
68 Mitchell Street, Suite 1200	(404) 330-6390
Atlanta, GA 30303	Enuman@AtlantaGA.gov

(9) **Projected Start Date:** January 5, 2009

(10) **Projected End Date:** July 5, 2010

(11) **Specific Activity Requirements:**

The City will provide funds for the demolition of blighted residential structures in cases where the removal of the property will stabilize the areas of greatest need. Demolishing the blighted structures will ultimately create a safer neighborhood and increase the surrounding property values. The demolition efforts will be targeted in areas to support the affordable safe and sanitary housing, and to support the NSP or other federal investments. The City, Land Bank Authority will hire contractors to perform the demolition. The City will place a demolition lien on the property and the owners will retain their interest in the property after demolition. The demolition, land banking and redevelopment of vacant property activities may be combined to facilitate assemblages.

(1) **Activity Name:** **REDEVELOP DEMOLISHED OR VACANT PROPERTIES**

(2) **Activity Type:**

NSP ELIGIBLE USE:	• CDBG ELIGIBLE ACTIVITY:
E) Redevelop demolished or vacant properties	<ul style="list-style-type: none">• 24 CFR 570.201(a) Acquisition, (b) Disposition, (c) Public facilities and improvements, (e) Public services for housing counseling, but only to the extent that counseling beneficiaries are limited to prospective purchasers or tenants of the redeveloped properties, (i) Relocation, and (n) Direct homeownership assistance (as modified below).• 204 Community based development organizations.

(3) **National Objective:** Benefit low, moderate and middle income persons—i.e., ≤ 120% of area median income.

(4) **Activity Description:**

(5) **Location Description:** Redevelopment of demolished and/or vacant properties will take place in the areas of greatest need, as identified in Section A. The program will be operated primarily in those neighborhoods classified as declining and distressed.

(6) **Performance Measures:** We project that this activity will assist the following number of units at the income levels outlined in the chart below

% of AMI	# Units
0-50%	4
51-80%	4
81-120%	0
Total	8

(7) **Total Budget:** The total budget for this activity will include \$400,000 in NSP funds. NSP Funds for redevelopment activities will be leveraged with private financing, Title XX funds and HOME funds. The amount of private/federal funding has not yet been determined.

(8) **Responsible Organization:** The City may issue a series of Requests for Qualifications (RFQs) to obtain consultants, contractors, property management firms, developers, etc. as necessary to assist the City of Atlanta staff to carry out the activities described above. The City will ensure that all prequalified lists of persons, firms, or

products which are used in this program are current and include enough qualified sources to ensure maximum open and free competition. The City will maintain a written code of standards of conduct (that is consistent with the CDBG and HOME conflict of interest requirements) governing the performance of its employees engaged in the award and administration of contracts.

Responsible Organization	Administrator Contact Information
City of Atlanta, Bureau of Housing	Evelyn Nu'Man, Director
68 Mitchell Street, Suite 1200	(404) 330-6390
Atlanta, GA 30335	Enuman@AtlantaGA.gov

(9) **Projected Start Date:** January 5, 2009

(10) **Projected End Date:** July 5, 2010

(11) **Specific Activity Requirements:**

Properties land banked and subsequently redeveloped will benefit households at or below 120% AMI.

(1) **Activity Name:** **PLANNING AND ADMINISTRATION**

(2) **Activity Type:**

NSP ELIGIBLE USE:	• CDBG ELIGIBLE ACTIVITY:
	24 CFR 570.201

(3) **National Objective:** N/A

(4) **Activity Description:** The City of Atlanta Bureau of Housing will oversee the planning and administration of the NSP Program for the City of Atlanta.

(5) **Location Description:** N/A

(6) **Performance Measures:** We project that this activity will assist the following number of units at the income levels outlined in the chart below

Performance Measures by Income Level	Units Acquired and Rehabilitated	Units Demolished	Properties Land Banked	Units Redeveloped	Units Financed	Total
50% AMI	21	4	6	4	0	35
51-80% AMI	25	8	6	4	21	64
81-120% AMI	21	4	3		29	57
Total	67	16	15	8	50	156

(7) **Total Budget:** The total budget for this activity will be \$1,231,608 in NSP funds.

(8) **Responsible Organization:**

Responsible Organization	Administrator Contact Information
City of Atlanta, Bureau of Housing	Evelyn Nu'Man, Director
68 Mitchell Street, Suite 1200	(404) 330-6390
Atlanta, GA 30335	Enuman@AtlantaGA.gov

(9) **Projected Start Date:** January 5, 2009

(10) **Projected End Date:** July 5, 2010

(11) **Specific Activity Requirements:**

The City will manage the NSP program to ensure that funds are expended in a timely manner and that all properties will be sold or rented to income eligible households. The City will incorporate the performance measures into agreements with the housing partners. All housing partners will be monitored for compliance.

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CERTIFICATIONS

- (1) **Affirmatively furthering fair housing.** The jurisdiction will affirmatively further fair housing, which means that it will conduct an analysis to identify impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions in this regard.
- (2) **Anti-lobbying.** The jurisdiction will comply with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by that part.
- (3) **Authority of Jurisdiction.** The jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations and other program requirements.
- (4) **Consistency with Plan.** The housing activities to be undertaken with NSP funds are consistent with its consolidated plan, which means that NSP funds will be used to meet the congressionally identified needs of abandoned and foreclosed homes in the targeted area set forth in the grantee's substantial amendment.
- (5) **Acquisition and relocation.** The jurisdiction will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR part 24, except as those provisions are modified by the Notice for the NSP program published by HUD.
- (6) **Section 3.** The jurisdiction will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.
- (7) **Citizen Participation.** The jurisdiction is in full compliance and following a detailed citizen participation plan that satisfies the requirements of Sections 24 CFR 91.105 or 91.115, as modified by NSP requirements.
- (8) **Following Plan.** The jurisdiction is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.
- (9) **Use of funds in 18 months.** The jurisdiction will comply with Title III of Division B of the Housing and Economic Recovery Act of 2008 by using, as defined in the NSP Notice, all of its grant funds within 18 months of receipt of the grant.
- (10) **Use NSP funds \leq 120 of AMI.** The jurisdiction will comply with the requirement that all of the NSP funds made available to it will be used with respect to individuals and families whose incomes do not exceed 120 percent of area median income.
- (11) **Assessments.** The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining

access to such public improvements. However, if NSP funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with NSP funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than NSP funds if the jurisdiction certifies that it lacks NSP or CDBG funds to cover the assessment.

(12) **Excessive Force.** The jurisdiction certifies that it has adopted and is enforcing: (1) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and (2) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from, a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

(13) **Compliance with anti-discrimination laws.** The NSP grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.

(14) **Compliance with lead-based paint procedures.** The activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K, and R of this title.

(15) **Compliance with laws.** The jurisdiction will comply with applicable laws.

Signature/Authorized Official

Date

Title

APPENDIX I

Neighborhood Stabilization Program Budget Summary

Eligible Activity	NSP Allocation	50% AMI	80% AMI	120% AMI
FINANCING	\$1,250,000	\$0	\$525,000	\$725,000
ACQUISITION/REHAB/DISPOSITION	8,900,000	2,788,590	\$3,319,750	2,791,660
LAND BANKING	375,000.	150,000	150,000	75,000
DEMOLITION	159,474	40,000	80,000	39,474
REDEVELOPMENT	400,000	200,000	200,000	0
PLANNING/ADMINISTRATION	1,231,608	0	0	0
TOTAL	\$12,316,082	\$3,178,590	\$4,274,750	\$3,631,133

Neighborhood Stabilization Program Performance Summary

Eligible Activity	NSP Estimated Performance	50% AMI	80% AMI	120% AMI
FINANCING	50	0	29	21
ACQUISITION/REHAB/DISPOSITION	67	21	25	21
LAND BANKING	15	6	6	3
DEMOLITION	16	4	8	4
REDEVELOPMENT	8	4	8	0
PLANNING/ADMINISTRATION	n/a	n/a	n/a	n/a
TOTAL	156	35	76	49

APPENDIX II



City of Atlanta Housing Rehabilitation Program

Lead Hazard Reduction and Rehabilitation Standards

Department of Planning and Community Development
Bureau of Housing
68 Mitchell Street, SW Suite 1200 Ground Floor
Atlanta, Georgia 30303
(404) 330-6390

Lead Hazard Reduction Guidelines

I. Purpose

The purpose of lead hazard reduction activities in the City of Atlanta's HOME Owner-Occupied Rehabilitation Programs is to reduce or eliminate lead hazards in pre-1978 federally assisted housing units. The goals of lead reduction activities are:

- To reduce lead poisoning or the risk of lead poisoning to children and families;
- To educate families about lead poisoning prevention; and
- To provide intervention through the reduction of lead-based paint hazards.

II. General Requirements

A. Notification - The City of Atlanta and all sub-recipients must follow the lead notification procedures outlined below when dealing with pre-1978 housing units, regardless of the type of activity funded. Proper documentation that all required notification was given must be maintained in all project files. The notices are as follows:

1. *Lead Information Pamphlet and Lead Disclosure Form* - occupants of the unit will receive the HUD/EPA pamphlet "Protect Your Family from Lead in Your Home" and the Lead Disclosure Form. If the unit is known to be a pre-1978 unit that contains lead-based paint or lead-based paint hazards, owners must notify tenants and prospective buyers if the owner at any time uses the unit for rental property or decides to sell the property.
2. *Notice of Hazard Evaluation or the Presumption of Lead-Based Paint or Hazards* - unit occupants will receive notification of the results of any lead hazard evaluation or the presumption of lead-based paint or hazards within fifteen (15) days after the results has been determined.
3. *Notice of Reduction Activities* - unit occupants will receive notification of the results of hazard reduction activities. The type of reduction activity will vary according to the level of assistance provided.
4. Completion of two required forms Lead-Safe Housing Rule Checklist for General Compliance Documentation, and Lead-Safe Housing Rule Applicability Form, by the Bureau of Housing. These forms are to be maintained in the file.

B. Safe Methods of Paint Removal - The Bureau of Housing or the implementing agency will document that contractors have been informed of the permissible methods of paint removal and document safe work practices are followed. Safe work methods are required on interior surfaces larger than two square feet and on exterior surfaces larger than 20 square feet. These methods are:

1. wet scraping;
2. wet sanding;

3. chemical stripping off-site;
4. replacing painted components;
5. scraping with an infrared or coil-type heat gun with temperatures below 1,100 degrees Fahrenheit;
6. High Efficiency Particulate Air (HEPA) vacuum sanding;
7. HEPA vacuum needle gun;
8. Abrasive sanding with HEPA vacuum; and covering of defective paint surface with durable materials (such as wallboard) with joints sealed and caulked. (Note: Vinyl siding is not an approved lead hazard reduction method for historic structures.)

C. Prohibited Methods of Paint Removal - The Bureau of Housing or the implementing agency will document that Contractors have been informed of the prohibited methods of paint removal. These methods are:

1. open flame burning or torching;
2. machine sanding or grinding without a HEPA local exhaust control;
3. abrasive blasting or sandblasting without HEPA local exhaust control;
4. heat guns operating above 1,100 degrees Fahrenheit or that operate high enough to char the paint;
5. power washing;
6. dry sanding or dry scraping, except when dry scraping in conjunction with heat guns, dry scraping within one foot (0.20 meters) of electrical outlets, treating deteriorated paint spots that total no more than two square feet (0.2 square meters) in any one interior room or space, or treating deteriorated paint spots that total no more than 20 square feet (2.0 square meters) on exterior surfaces; and
7. paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous substance in accordance with the regulations of the Consumer Product Safety Commission at 16 CFR 1500.3 and/or a hazardous chemical in accordance with the Occupational Safety and Health Administration at 29 CFR 1010.1200 or 1926.59, as applicable to the work. (Note: Methylene chloride paint strippers may cause cancer and should be avoided.)

D. Suggested Paint Removal Techniques for Historic Materials - Abatement may not be an approved lead hazard reduction activity in historic properties. Interim controls that allow intact historic paint to remain in place (with topcoats of lead-free paint) are the least damaging to an element. Removal of lead-based paint down to the operable substrate, if carefully done, is the second least invasive treatment. (Chemical, wet sanding, or low-heat removal of paint allows the substrate to stay intact and remain in place.) If paint layering is determined to be significant, it should be recorded with a preserved sample prior to paint removal. Offsite paint stripping is the most invasive and potentially damaging paint removal treatment. When offsite stripping, the following should be considered:

1. If the items are easily removed (e.g., doors, shutters, or windows), they potentially can be reinstalled, once treated.

2. The creation of lead dust generally accompanies the removal of attached trim work.
3. Damage can be reduced by using chemicals, heat, and wet sanding.
4. Companies experienced in treating historic building parts should do paint stripping.
5. If elements deteriorate during the paint removal process, repair or replacement of significant components should match the original parts in size, material, and configuration. Less significant features should match the visual appearance as closely as possible.
6. When selecting from various methods, paint removal in historic preservation should focus on retaining as much of the original historic fabric as possible to preserve the historic character of the resource.

The following removal techniques are recommended:

- a. wet sanding of loose paint to bonded paint;
- b. finish sanding using mechanical sanders and HEPA vacuum;
- c. low-heat stripping with heat guns or heat plates (less than 450 degrees Fahrenheit, round-edge scraper);
- d. solvent-based non-caustic stripper to place (not ethylene chloride); and
- e. Offsite stripping with heat, chemicals, or cold-tank dipping (be careful of glued joints).

Paint removal techniques that are not recommended are:

- a. torch or open-flame burning that can vaporize lead and burn substrates;
- b. wet grit blasting (except for limited cast iron or concrete under containment);
- c. caustic strippers that can raise the wood grain (unless supervised by a trained specialist);
- d. power washing;
- e. power sanding that can abrade wood surfaces; and
- f. hot-tank dipping that often disintegrates glued joints.

NOTE: In properties determined by the City of Atlanta Urban Design Commission (UDC) to be historic and containing deteriorated lead contaminated windows and doors, use wet scraping and repainting instead of replacing windows with aluminum windows.

- **Establishing Priorities for Intervention in Historic Properties**

1. Significant elements should be treated with great care when physical intervention is considered as part of the lead hazard control plan.
2. Interim controls are generally the preferred lead reduction activity. If the element is extremely significant (e.g., carved mantel) and in good condition, it should be disturbed as little as possible, while still ensuring that lead hazards are controlled.

3. If the element is not particularly significant (e.g., a simple baseboard) and is in poor condition it may be acceptable to remove the entire feature and replace it with a similar or duplicate baseboard where possible.
4. If the element is significant, but deteriorated, the preservation measures should be on rebuilding or repairing the element in a manner that will not cause further damage. Careful paint removal and thorough cleaning of substrates, although time consuming, is appropriate for highly significant elements.
5. During interim control work, only the deteriorated topcoats of paint should be removed and the remaining well-bonded paint should be stabilized. The area can then be washed, re-primed, and covered with one or two topcoats of paint.
6. For highly significant properties (those listed individually in the National Register of Historic Places) where paint layering is to be removed, paint samples should be collected, labeled, and stored by a historic preservation foundation or other organization.
7. Distinctive elements for painted surfaces are generally found in three categories:
 - a. Materials: wood, plaster, stone, cast iron, brick, brass, "comps" (a simulated wood/plaster), roofing metal;
 - b. Features: mantels, balusters, moldings, window and door trims, cast metal stair assemblies, paneled surfaces, milled siding, turned columns; and
 - c. Finishes: grained doors, stenciled borders, painted wallpapers, bronzed or gilded finishes.

E. Emergency Rehabilitation Environmental Inspection/Work Specification ≤ \$5,000

Housing units that are pre-1978, with lead-based paint hazards and rehabilitation activities under \$5,000 and whose occupants otherwise qualify for the program based on income guidelines published by the Department of Housing and Urban Development (HUD), will be exempt from compliance with both the lead rule and the environmental requirements. Work may not be completed on any item not directly required to correct the emergency condition.

F. Rental and Homeowner Rehabilitation: Environmental Inspection/Work Specification ≥ \$5,001 - \$25,000 per Unit - Housing units that are pre-1978, with lead-based paint hazards and receiving rehabilitation activities valued between \$5,001 to \$45,000 per unit and whose occupants otherwise qualify for the program based on income guidelines published by the Department of Housing and Urban Development (HUD), will receive an environmental inspection to identify all lead-based paint hazards for reduction.

Inspections, risk assessments, and clearance tests will be performed according to the HUD training manuals Lead Risk Assessor Training: U.S. Environmental

Protection Agency Model Course Curriculum and Lead Abatement Training for Contractors and Supervisors.

Paint surfaces to be disturbed during rehabilitation will be tested with an Environmental Protection Agency (EPA) approved RMD X-Ray Florescence (XRF) Analyzer. The contractor must be certified by the Georgia Department of Natural Resources as a risk assessor and will follow the following procedures:

1. The City of Atlanta or the implementing agency will contact the homeowner to schedule an appointment at the convenience of the family residing in the housing unit to conduct an environmental inspection.
2. Prior to conducting the inspection, the lead based paint inspector will explain the inspection procedures to the resident and provide safety awareness information for all occupants.
3. The lead based paint inspector will conclude each inspection by discussing preliminary results of the inspection with the homeowners.
4. A complete lead hazard report, including the drawing of the unit, results of the XRF testing, and results of any wipe, soil, and/or paint chip test is completed by the lead based paint inspector.
5. Upon completion of each lead hazard reduction project, the lead based paint inspector will perform clearance testing of the *unit* to verify that lead dust levels are below the EPA thresholds and the housing unit is lead-safe. The results are then placed in the rehabilitation permanent case file.

- G. Lead Hazard Reduction Procedures - The City of Atlanta or the implementing agency is responsible for developing a detailed plan noting each specific lead hazard in the housing unit. The lead based paint inspector and the housing personnel will monitor the work progress of the contractor to ensure that the specifications outlined in the contract are followed. Proof of successful completion of EPA/HUD Lead Safe Work Practices training or state lead-based paint abatement certification and licensing of all supervisors, contractors, and/or workers involved in lead hazard reduction activities will be confirmed before work begins on the unit.

In developing work specifications, the housing personnel will incorporate into the project design any rehabilitation activities to correct code violations, and/or work necessary for the health and safety of occupants, including lead based paint reduction activities. This will be accomplished through the following:

1. The lead based paint inspector or designee will design a lead-based hazard reduction strategy for each unit.
2. The lead based paint inspector will inspect the unit as part of the environmental assessment. Utilizing the environmental test results and the drawing outlining the location of the lead-based paint hazards, the inspector will determine the type of hazard reduction that will be

required to minimize each hazard. The inspector will also measure each area and building component to develop a work specification.

3. Only contractors and workers who have successfully completed EPA/HUD approved training in Lead Safe Work Practices are eligible to bid and work on projects.
4. The lead assessor will determine the type of occupancy protection plan required to protect the health of residents during the lead-based paint reduction activities. If relocation is warranted, the family must be moved prior to beginning lead hazard reduction activities.
5. During the lead hazard reduction phase of the project, the City of Atlanta or the implementing agency will ensure that contractors comply with applicable state and federal policies and procedures, including, but not limited to:
 - a. containing lead-bearing dust and debris during hazard reduction activities to protect other areas from cross-contamination, using six (6) ml plastic to cover all floors, furniture, and any other household items not moved from the residence, and using six (6) ml plastic to cover exterior soil areas during the time that the work is performed;
 - b. not using prohibited methods as specified in Prohibited Methods of Paint Removal;
 - c. wet scraping and cleaning thoroughly before painting when using stabilization methods as a means of lead hazard reduction activities;
 - d. replacing lead-contaminated wood windows with aluminum windows, except when the unit is determined to be a historic property by the City's UDC;
 - e. replacing windowsills that protrude and show evidence of children mouthing or chewing with non-contaminated materials to prevent further lead hazards;
 - f. performing a post-abatement cleanup to include HEPA vacuuming of all surfaces, including wood trim, window sills, window troughs, and floors as needed to remove debris, followed by a high phosphate wash;
 - g. disposing of all waste resulting from lead hazard reduction in a manner consistent with state and federal regulations;
 - h. complying with Title X and any other relevant guidelines and statutes, including, but not limited to, the TDH, HUD, EPA, and OSHA;

- i. monitoring of workers during abatement by contractors and blood screening of workers periodically, as well as holding lead abatement safety classes with all workers performing abatement.

At least one (1) day after completion of the housing unit, the contractor will notify the lead assessor for a final inspection and clearance wipe test. The clearance test is performed by the assessor and sent to the laboratory services for analysis. When the unit passes clearance testing, the assessor notifies the family that they can move back into their home. The assessor meets with the owner to review the work performed by the contractor.

- H. Worksite Preparation and Containment - The worksite for lead hazard reduction activities must be prepared to prevent the release of leaded dust and debris. If necessary, the following measures must be taken to reduce the spread of lead contamination:

1. Sealing doorways with two flaps of poly sheeting;
2. Sealing heating/air conditioning vents (if possible);
3. Covering floors and ground with poly sheeting;
4. Covering furniture and shrubs with poly sheeting;
5. Wrapping debris in poly sheeting before disposal;
6. Removing lead-contaminated protective clothing before exiting the worksite; and
7. Posting warning signs at each entry to a room where lead hazard reduction activities are conducted when occupants are present; at the main and secondary entryways to a building from which occupants have been relocated; and at exterior worksites at a size and type readable from 20 feet from the edge of the worksite. Signs need to be in the occupant's primary language to the extent practicable.

- I. Selecting Testing Components

1. In the interior of each home in the sample, the assessor must test surfaces representative of each type of painted and varnished component in every area (room, closet, pantry, hall, and part of a divided room, such as living room/dining room). On the exterior of the home, there is a similar requirement to test every type of painted and varnished component.
2. Interior components to be tested if painted or varnished may include, but are not limited to: ceilings, crown molding, walls, chair rails, doors, door trim, floors, fireplaces, radiators and other heating units, shelves, shelf supports, stair treads, stair risers, stair stringers, newel posts, railing caps, balustrades, and windows and trim, including sashes, window heads, jambs, sills and stools, built-in cabinets, columns, beams, bathroom vanities, counter tops, and air conditioners.
3. Exterior components to be tested if painted or varnished may include, but are not limited to: painted roofing, chimneys, flashing, gutters and downspouts, ceilings, soffits, fascias, rake boards, corner boards,

bulkheads, doors and door trim, fences, floors, joists, lattice work, railings and railing caps, siding, handrails, stair risers and treads, stair stringers, columns, balustrades, window sills, casings, sashes and wells, and air conditioners.

4. Common area components to be tested if painted or varnished may include, but are not limited to: hallways, stairways, laundry and recreational rooms, playgrounds, community centers, and boundary fences.
5. The above-mentioned components are not intended to be an exhaustive listing. Unlisted components must still be tested. Also, if two components of the same type have or are suspected of having a different paint history, both must be tested.

J. Component Selection Procedures

1. The Housing City of Atlanta inspects the home or unit and develops a complete list of areas to be sampled.
2. Within each area, the specialist lists all painted and varnished components, including repeat components.
3. Where a component is repeated, the specialist randomly selects one from the list for testing, using a random calculator.
4. The specialist selects a location on each component for XRF testing, or for taking a paint sample, and records the location of every sample taken for future reference.

K. Worker Protection - Workers should take proper precautions to protect themselves from lead-based paint hazards, including inhaling dust, and avoid taking it home with them on their clothes where it can poison children. Protective measures for workers include:

1. Using safe work practices;
2. Wearing National Institute of Occupational Safety Hazards (NIOSH)-approved respirators; and
3. Wearing disposable gloves, work suits, booties, and head coverings.

L. Work Site Cleanup - The purpose of work site cleanup is to remove dust and debris from the work area. Work site cleanup of lead paint hazards is the responsibility of the general contractor and subcontractors and will be done using methods, products, and devices that are successful in cleaning lead-contaminated dust. Appropriate cleaning should be done with vacuum cleaners with HEPA filters or equivalent equipment, and household or lead-specific detergents or equivalent products. Debris must be disposed of properly each day and excessive amounts of paint chips and dust should be removed.

1. *Clearance Procedures* - During clearance, the specialist/clearance professional will complete the following tasks:

- Conduct a visual assessment of the unit and worksite to identify dust, debris, and deteriorated paint;
- Take dust samples from floors, interior windowsills, and window troughs;
- Exterior work - visually assess the soil near the worksite;
- Submit the samples to a laboratory accredited under the EPA National Lead Laboratory Accreditation Program for analysis;
- Write a report presenting the results of the clearance examination.

Re-cleaning: If the clearance report shows that the lead levels found in any of the tested areas of the unit are higher than the HUD thresholds, then the home or unit must be re-cleaned.

Retesting: The exact same surface area is not to be tested twice since, by wiping the area, the lead has already been removed by the previous wipe sample. A similar surface is to be retested and sent to the laboratory.

2. *Clearance Exemptions* - Clearance is not required:

- If maintenance or a lead hazard reduction activity at a worksite does not disturb painted surfaces; or
- If the total area disturbed does not exceed the following:
 - a. 20 square feet (two square meters) on exterior surfaces;
 - b. Two square feet (0.2 square meters) in any one interior room or space; or
 - c. Ten percent of the total surface area on an interior or exterior type of component with a small surface area like windowsills, baseboards, and trim.

M. Temporary Occupant Relocation Plan - The HOME Owner-Occupied Rehabilitation Program, Emergency Repair Program are voluntary programs (not mandatory rehabilitation programs) and will not offer relocation benefits if temporary or permanent relocation is necessary. Any relocation or related expenses will be borne by the homeowner.

N. Sampling Procedures

1. Wipe Sampling for Lead in Dust - There are separate clearance standards for floors, windowsills, and window wells. The clearance standards are as follows.
 - Floors: 40 micrograms per square foot
 - Windowsills: 250 micrograms per square foot
 - Window wells: 400 micrograms per square foot

The method for testing surfaces is wipe sampling. The surface must be visually inspected prior to taking wipe samples. If dust is visible, the area

should be re-cleaned before wipe sampling. Samples must be taken with commercially available wipes moistened with a non-alcohol wetting agent. The lead assessor must take proper precautions to avoid contamination of samples and to keep track of sampling locations. The complete list of wipe sampling equipment and supplies consists of the following items:

- Sealed package of non-alcohol disposable wipes;
- Washable template (inner dimensions 1ft. x 1ft.);
- Steel measuring tape or ruler;
- Pencil and marking pen;
- Sealable 50 ml centrifuge tubes;
- Disposable vinyl or latex gloves;
- Disposable shoe covers;
- Self-adhesive labels; and
- Field sample log.

2. Sampling procedures for floors are as follows.

- Put on disposable shoe covers before entering the dwelling to be sampled. Put on a pair of vinyl or latex gloves.
- Remove the seal on a package containing the wipes, and open the lid. Remove and discard the top wipe to avoid contamination.
- Position a 1ft. by 1ft. template on the floor surface to be sampled.
- Place the wipe flat on the surface within the sample area as defined by the template. Using an open flat hand with the fingers together, wipe the marked surface in an overlapping “S” pattern, first side to side and then front-to-back, so that the entire one square foot is covered.
- Fold the wipe in half with the sample side folded in and repeat the wiping procedure within the marked surface area on one side of the folded wipe.
- Fold the wipe again with the sample side folded in.
- Insert the folded wipe into a new sealable 50-ml centrifuge tube and seal.
- Clean the vinyl or latex gloves with a new wipe. Clean the template with a new wipe.
- Label the sample with site location, date, and time and record the same information on the field sample log.

3. Number and Location of Wipe Samples - The number of samples varies, depending on the nature and extent of the lead reduction activity conducted. The greatest number of samples is for when on-site paint removal has occurred throughout the unit. In this case, three wipe samples (one floor, one window well, one windowsill) are required in each area (room or distinct

area, such as a hallway). If on-site paint removal has occurred in limited areas, three samples should be taken in each abated area, and one sample should be taken within ten feet of the containment area in 20 percent of the abated units, to check whether abatement has caused an elevation in dust lead levels outside containment. In the case of exterior abatement, at least one wipe sample should be taken on a horizontal surface (such as a front porch) in part of the living area.

4. Sampling Procedures for Lead in Soil - The equipment needed for soil sampling is as follows:

- stainless steel soil-recovery probe;
- hammer attachment;
- One-inch (internal diameter) butyrate plastic liner inserts;
- One-inch diameter plungers with and without adjustable stop;
- Plastic ruler;
- Vinyl or latex gloves;
- Sealable plastic containers at least two inches in diameter;
- Commercial, non-alcohol, disposable wipes; and
- Self-adhesive labels, pencil and marking pen, and field sampling log.

5. The sampling protocol for soil is as follows.

- Put on a pair of vinyl or latex gloves.
- Disassemble the soil recovery probe by unscrewing the soil probe section from the coupling in preparation for inserting a new, clean, plastic liner.
- Remove the protective end caps, if present, from a clean plastic liner, and insert it into the probe with the arrow pointing down toward the tip.
- Reassemble the probe and attach the crossbar handle.
- Push the soil recovery probe into the soil to a depth of approximately two inches, then twist and snap the coring tool to one side and remove the core sample. If the soil is hard, dry, or frozen, the full two-inch penetration may not be achievable. In such cases, it is important to penetrate to a minimum of $\frac{1}{2}$ inch and to record any problems in the field-sampling log.
- Disassemble the probe, remove the plastic liner containing the core sample, and insert a clean one-inch diameter plunger into the top end of the liner.
- Orient the liner with the arrow pointing up and push out all but the top $\frac{1}{2}$ inch of the core from the liner with the plunger. Discard the soil pushed out of the liner.
- With a clean plunger, push the remaining $\frac{1}{2}$ -inch section of the core sample into a clean, sealable plastic container.
- Reinsert the plastic liner into the soil recovery probe and reassemble the unit.

- Collect the remaining core samples of the composite using the same method. The three to five cores constituting the composite sample are placed in the same plastic container.
- Label the plastic container with sample ID and time, date, and location of sample, and then record the same information on the field-sampling log.
- Before collecting the next composite sample, discard the plastic liner. Wipe down the recovery probe, plungers, and straight edge with disposable wipes, and discard the wipes. Clean the vinyl or latex gloves with a wipe. All these steps must be followed to avoid cross contamination.

6. Number and Location of Soil Samples:

The lead assessor shall first, prepare a site description and make a detailed drawing showing the boundary of the lot and the position of the main building (and any other structures such as garages and storage sheds), the position of the play areas, the position of areas with exposed soil, roof rain spouts, general drainage patterns, the drip lines of the buildings, and areas of heavy traffic. In addition to the diagram, the assessor shall describe the location of the property, including the following information:

- Type of building construction;
- Condition of main building;
- Condition of the property and nature of adjacent property;
- Fencing and animals on the property; and
- Apparent use of the property (e.g., used as a play area).

The number of samples to be taken depends on the area of exposed soil around the dwelling. If area of exposed soil is less than 800 square feet, a single composite soil sample can be taken. This sample should consist of a composite of five soil cores taken at random locations within two feet of the building foundation. If the area of exposed soil is between 800 and 1600 square feet, two composite soil samples must be taken. One of these samples should consist of five randomly located cores within two feet of the foundation. The other should consist of five cores randomly located at the yard boundary. If the area of exposed soil exceeds 1600 square feet, the area more than two feet from the foundation should first be divided in two. Then three composite samples of five soil cores each should be taken. One sample should consist of cores taken within two feet of the foundation; the second should consist of five randomly selected cores in the first half of the rest of the yard; and the third composite should be taken from five cores in the second half of the rest of the yard.

Housing Rehabilitation Standards

I. MINIMUM BASIC EQUIPMENT AND FACILITIES

- A. Kitchens - Every dwelling unit, shall have a kitchen room or kitchenette equipped with the following:
1. Kitchen Sink: It shall contain an approved kitchen sink, properly connected to both hot and cold running water lines, under pressure, and maintained in working order.
 2. Stove: It shall contain a stove (gas or electric), properly connected to the source of power, maintained in working order, and capable of supplying the service for which it is intended.
 3. Refrigerator: It shall contain a refrigerator, properly connected to the source of power, maintained in working order, and capable of supplying the service for which it is intended.
 4. In properties being acquired for homeownerships, if the purchasers are required to furnish their own appliances, there shall be sufficient space and all required electrical-gas hookups, properly installed to facilitate the use of said appliances.
- B. Toilet room - Every dwelling unit, shall contain a room, which is equipped with a flush water closet and a properly installed lavatory. All lavatories shall be properly connected to both hot and cold running water, under pressure, and shall be properly maintained in working order. All flush water closets shall be properly connected to the water supply, under pressure and shall be maintained in working order.
- C. Bath - Every dwelling unit shall contain a bathtub and/or shower. Potable water supply piping, water discharge outlets, backflow prevention devices or similar equipment shall not be so located as to make possible their submergence in any contaminated or polluted liquid or substance. Said bathtub and/or shower may be in the same room as the flush water closet and lavatory or said bathtub and/or shower may be in a separate room. In all cases, these facilities shall be properly connected to both hot and cold running water lines, under pressure, and shall be maintained in working order.
1. Privacy in room containing toilet and bathtub - Every toilet and every bath shall be contained in a room or within separate rooms, which affords privacy to a person within said room or rooms. Toilets and bathrooms shall have doors with a privacy-type lock and such doors, lock and hardware shall be operable and maintained in working order.
 2. Hot and cold water lines to bath and kitchen - Every dwelling shall have supplied water-heating units, that are either gas fired, or have electric heating elements that are properly installed as per applicable building codes and per the manufactures' installation instructions. Water heating units are to be properly maintained in working condition and must be

free of any water leaks. Water heating units are to properly connect to required water lines and are capable of heating and supplying a sufficient amount of hot water to the structure.

Hot water storage associated with water heating facilities shall be not less than the following minimum capacities: one dwelling unit - 30 gallons. No water heaters shall be allowed in bathrooms or closets other than for the specific purpose housing the water heater. All water heaters shall be properly vented and sealed and shall be equipped with a pressure relief valve and drip leg. All water heating units that are newly installed must be equipped with a means of prevent water expansion with the installation of either an expansion tank or a relief / bypass valve.

3. Connection of sanitary facilities to water and sewer-septic system – Every kitchen sink, toilet, lavatory basin and bathtub and or shower, shall be maintained in working condition and be properly connected to an approved water, and sewer or septic system.
4. Exits - Every exit from every dwelling unit shall comply with the following requirements:
 - It shall be kept in a state of maintenance and repair.
 - It shall be unobstructed at all times.
 - All newly installed exterior door units are to be pre-hung with weather-stripping and a sill installed.
 - All newly installed exterior doors are to measure 36" across the width of the door to allow for proper handicap accessibility.
 - All stairways and steps of two or more risers shall have at least one handrail, and all stairways and steps which are five feet or more in width, or which are open on both sides, shall have a handrail on each side.
 - Every dwelling unit shall have two independent means of egress.
 - All handrails shall be not less than 30 inches vertically above the nose of the stair treads and not less than 36 inches above the stairway platform.
 - All balconies and platforms which are 30 inches or more above grade shall have a protective railing not less than 36 inches in height above the balcony or platform level.
 - All stairs and steps shall have a rise height of not more than eight inches and a tread width of not less than nine inches. This requirement may be waived if in an existing structure it would be impossible or cost-prohibitive to meet this requirement. In such cases, new stairs could be installed which have the same rise and run as the old.

- D. Smoke detectors - All residential structures shall have U.L. approved hard-wired smoke detectors or battery operated smoke detectors, properly installed in accordance with applicable building codes. At least three (3) smoke alarms are to be installed in each structure. It is recommended that one alarm be installed in each of the following areas: Kitchen, Bedroom Hallway, Basement / Garage. At least one alarm is to be installed on each level of the structure.

II. MINIMUM STANDARDS FOR LIGHT, VENTILATION AND HEATING

- A. Required window area - Every habitable room, provided such rooms are adequately lighted, shall have at least one open air space. The minimum total window area, measured between stops, for every habitable room shall be as follows:

- 1/12 of the floor area if two or more separate windows exist, or;
- 1/10 of the floor area if only one window exists;
- A minimum of 10 square feet of window area is required in habitable rooms other than kitchens and baths;
- A kitchen may pass without a window area, provided, there is a mechanical means of ventilation, which is maintained in working order.
- Every dwelling unit shall have access directly to the outside. Every sleeping room shall have at least one (1) operable window or exterior door approved for emergency egress or rescue. The units shall be operable from the inside to provide a clear opening without the use of separate tools.
- All egress windows from sleeping rooms shall have a minimum net clear opening of 5.7 square feet. The minimum net clear opening height dimension shall be twenty-four inches (24"). The minimum net clear opening width dimension shall be twenty inches (20"). Where windows are provided as a means of egress or rescue, they shall have a finished sill height not more than forty-four inches (44"). Pre-existing windows that do meet these requirements but met applicable code at the time the structure was built are exempt from this requirement.

Whenever the only window in a room is a skylight type window at the top of the room, the total window area of such skylight shall be equal to at least 15 percent of the total floor area of such room. Skylight type windows, if less than 15 percent of the total floor area, shall be increased to 15 percent of the total floor area unless another window is to be installed which will provide adequate light and ventilation.

- B. Adequate ventilation required - Every habitable room shall have at least one window or skylight which can easily be opened, or other such device as will adequately ventilate the room. The total open window area, in every habitable room, shall be equal to at least 50 percent of the minimum window area size of minimum skylight type window size as required above, except where there is supplied some other device affording adequate ventilation.

C. Electric outlets and service required - Where there is suitable electricity available from supply lines that are not more than 300 feet away from a dwelling, all existing dwellings shall be supplied with electrical services.

- Every habitable room within such dwelling shall contain at minimum, two separate and remote wall type electric convenience outlets. Habitable rooms over 120 square feet, shall contain, at a minimum, three separate and remote wall type electric convenience outlets. Temporary wiring or extension cords shall not be used as permanent wiring.
- Every habitable room shall have at least one ceiling or wall type electric light fixture, controlled by a wall switch, or a wall type grounded electric convenience outlet controlled by a remote switch.
- Every toilet room, bathroom, laundry, furnace room, and hallway (hallway where applicable) shall contain at least one supplied ceiling or wall type electric light fixture, controlled by a wall switch, and at least one wall type electric convenience outlet. Wall type convenience outlets used in bathrooms and kitchens shall be based on applicable code.
- Every kitchen shall be wired to meet the requirements of the N.E.C. at the time of original construction, based on the size and layout of each individual kitchen, unless the main electrical panel is to be replaced. At which time, 2007 N.E.C. standards are to be used throughout the structure.
- All heavy-duty appliances, i.e., window air conditioners, freezers, refrigerators, electric stove, washers, electric dryers, microwaves, etc., shall be supplied with their own proper outlet(s) on separate circuits, as applicable.
- A wall switch shall control all wall and or ceiling type lighting fixtures, except that porcelain type fixtures such as those used in attics may be controlled with a proper pull chain. All old pendant type lighting fixtures shall be removed and replace with properly installed non-pendant type fixtures.
- All electric lighting fixtures installed on the exterior shall be of the type approved for exterior use.
- All broken and or missing switch plates and or receptacle plates shall be replaced.
- All outlets and fixtures shall be properly installed, shall be maintained in working condition, and shall be connected to the source of electric power in a proper manner and shall be in accordance with the electrical code of the city and or the N.E.C. at time of original construction, as applicable.

- All electrical outlets and fixtures shall be properly grounded. 2-wire, non-grounded systems are not permitted. All kitchens and bathrooms are to have GFCI protected electrical outlets installed, as well as any outlet that is within 6' of a water source, including all exterior electrical outlets.
 - If a unit does not have a central air-conditioning system and central air will not be installed, at a minimum proper-grounded outlet shall be installed under one window or within two feet of the window in each habitable room to allow the occupants to install window air conditioning units.
 - All electric panel boxes shall be properly labeled.
 - The minimum electrical service for each dwelling shall be 100 amps, or as adjusted and approved in writing by the Chief Electrical Inspector of the City.
- D. Heating facilities - All heating facilities shall be properly installed, be maintained in working condition and be capable of adequately heating all habitable rooms, bathrooms, and toilet rooms contained therein, or intended for use by the occupants thereof, to a temperature of at least 70 degrees F. (21 degrees C.) at a distance three feet above the floor when the outside temperature is at or below zero degrees F. Every supplied central heating system shall comply with all of the following requirements:
1. The central heating unit shall be safe and in good working condition.
 2. Every heat duct, steam pipe, and hot water pipe shall be free of leaks and shall function so that an adequate amount of heat is delivered where intended.
 3. Every seal between any of the section of a hot air furnace shall be airtight so noxious gases and fumes will not escape into the heat ducts.
 4. If there is no existing flue liner, a double-walled metal asbestos liner shall be installed. The liner shall meet or exceed the requirements of the local building code and shall be installed according to same.
 5. When required All fuel burning heating systems shall be inspected by a qualified furnace inspector to determine if the unit is safe, free from carbon monoxide leakage, and capable of supplying heat as required above.
 6. Each dwelling and/or dwelling unit shall be supplied with its own thermostatically controlled heating system.
 7. Any dwelling and/or dwelling unit having space heaters or floor furnaces as its only source of heat shall have such units removed and replaced with a properly sized central heating system.

- E. Screens required - Every window opening to outdoor space, which is used or intended to be used for ventilation, shall be supplied with screens covering the entire window areas required for ventilation. The material used for all such screens shall be not less than 16 meshes per inch and shall be properly installed, maintained, and repaired to prevent the entrance of flies, mosquitoes or other insects. Half screens on windows may be allowed, provided, they are properly installed and are bug and insect tight.

III. MINIMUM STANDARDS FOR MAINTENANCE

- A. Maintenance of foundations, exterior walls, roofs, soffits and fascia – every foundation, exterior wall, roof, soffit, fascia and all component parts shall be weather tight, watertight, rodent proof, and insect-proof and shall be kept in a state of maintenance and repair.
1. All exterior surface material shall be protected from weather and the elements by lead-free paint or other protective coatings i.e., stain, in accordance with acceptable standards. The exception to painting shall be all types of exterior materials acceptable to weathering without deterioration, i.e., siding. All siding material shall be kept in a state of maintenance and repair.
 2. In units constructed on or before 1978, treatment of all applicable surfaces, (interior and exterior) will be in full compliance with the Lead Base Paint regulations, as found at 24CFR Part 35, including all future amendments as published by HUD.
- B. Maintenance of interior walls, floors, ceilings, doors and windows – every interior partition, wall, floor, ceiling, door, window, and all component parts shall be kept in a state of maintenance and repair, and shall be maintained in such a manner so as to be capable of being kept in a clean and sanitary condition. All interior doors shall be capable of affording the privacy for which they were intended.
- C. Rainwater drainage from roof - all rainwater shall be so drained and conveyed from every roof so as not to cause dampness/damage to walls, ceilings, or floors of any habitable rooms, bathroom, toilet room, laundry room, or any other type of room therein. If present, all rainwater draining devices such as gutters and downspouts shall be kept in a good state of maintenance and repair. Ground areas around buildings shall be sloped away from the foundation walls to eliminate low areas where standing water may collect.
- D. Maintenance of windows and exterior doors - every front, rear, and side door shall be not less than three feet, zero inches in width and not less than six feet six inches in height, except where larger doors and doorways are required to accommodate handicapped access. In existing structures, if replacement to meet these requirements would be impossible or cost-prohibitive, said requirements may be waived, in writing. Every window and exterior door shall be substantially tight and

rodent-proof, and be kept in a state of maintenance and repair. In addition, the following requirements shall be met.

- a. All exterior doors to the outside shall be solid core and be equipped with adequate security locks. In no instance, shall double-keyed deadbolts or locks that require special knowledge be installed on an exterior exit door.
 - b. All windows located in sleeping rooms accessible from ground level without the aid of mechanical devices shall have a security device-lock. The lock cannot be of a keyed-type, or require any special knowledge to operate.
 - c. Every window sash shall be fully equipped with glass windowpanes, which are without cracks or holes, and all panes shall be secured with an adequate amount of putty. Said putty shall not be cracked, broken or missing.
 - d. Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware, not broom handles, sticks or other such items;
 - e. Every exterior and interior door, when closed, shall fit well within its frame;
 - f. Every exterior and interior door, door hinge, and door latch and or lock shall be maintained in good working condition;
 - g. Every window, door and frame shall be constructed and maintained in such relation to the adjacent wall construction, so as to exclude rain, as completely as possible and to the maximum extent feasible substantially exclude wind from entering the dwelling or structure, i.e., it must have adequate weather-stripping.
- E. Maintenance of stairways and porches - every interior and exterior stairway, every porch and every appurtenance thereto shall be so constructed to be safe to use and capable of supporting the load that normal use may cause to be placed thereon; and, shall be kept in sound condition and in a state of maintenance and repair, including compliance with the Lead Based Paint Regulations, if applicable.
- F. Maintenance of supplied plumbing fixtures - every supplied plumbing fixture and water and waste pipe shall be properly installed in accordance with the plumbing code of the City and maintained in safe, sanitary working condition, free from leaks, defects and obstructions.
- G. Maintenance of bathroom, toilet rooms, kitchen and utility room floors – every bathroom, toilet room, kitchen and utility room floor surface shall be constructed and maintained to be substantially impervious to water and so as to permit such floor to be easily kept in a clean and sanitary condition.
- H. Safe and effective functioning of supplied facilities - every supplied facility, piece of equipments, or utility which is required under this section, shall be constructed or installed so it will function properly and shall be maintained in working condition.

IV. MINIMUM SPACE, USE, AND LOCATION REQUIREMENTS

- A. MINIMUM CEILING HEIGHT- habitable space shall have a ceiling height of not less than seven feet (7') except as otherwise permitted in this section. Kitchens, halls, bathrooms and toilet compartments may have a ceiling height of not less than seven feet (7') measured to the lowest projection from the ceiling. Where exposed beam ceiling members are spaced at less than forty-eight inches (48") on center, ceiling height shall be measured to the bottom of these members. Where exposed beam ceiling members are spaced at forty-eight inches (48") or more on center, ceiling height shall be measured to the bottom of the deck supported by these members provided that the bottom of the members is not less than seven feet (7') above the floor.

If any room in a building has a sloping ceiling, the prescribed ceiling height for the room is required in only one-half (1/2) the area thereof. No portion of the room measuring less than five feet (5') from the finished floor to the finished ceiling shall be included in any computation of the minimum area thereof. If any room has a furred ceiling, the prescribed ceiling height is required in two-thirds (2/3) the area thereof, but in no case shall the height of the furred ceiling be less than seven feet (7'). All rooms, except kitchens and/or kitchenettes and baths, shall have a minimum width of seven feet.

- B. Maintenance of sleeping, bath and toilet rooms - no dwelling or dwelling unit containing two or more sleeping rooms shall have such room arrangement that access to a bathroom or toilet room intended for use by the occupants can be had only by going through another sleeping room or bathroom or toilet room.
- C. Occupants to have access to sanitary facilities - every occupant of every dwelling unit shall have unrestricted access to a toilet, to a bath, and to a kitchen sink and lavatory basin located within that dwelling unit.
- D. Minimum storage and counter areas - each dwelling unit shall have at least one closet with a minimum of six square feet of floor area and a minimum height of 6' located within the dwelling unit. Dwelling units with two or more bedrooms shall have a storage floor area of at least four square feet per bedroom. This storage requirement does not necessarily have to be located in the bedrooms. All kitchens shall have a minimum enclosed storage area of eight square feet with a minimum vertical clearance of 12 inches and a horizontal width of at least 12 inches. Each kitchen shall have a minimum of four square feet of counter area.

V. MAINTENANCE OF NON-DWELLING STRUCTURES, FENCES AND PREMISES

- A. Maintenance of non-dwelling structures - every foundation, wall, roof, window, door, hatchway, and every other entryway of every non-dwelling structure shall also be so maintained as to prevent the structure from becoming a harborage for rodents, snakes, vermin, and insects, and shall be kept in a state of maintenance and repair.

- B. Protection of exterior wood surfaces - all exterior wood surfaces of all non-dwelling structures shall be properly protected from the elements and from decay and rot by lead-free paint or other approved protective coatings. If units are constructed on or before 1978, treatment of all applicable surfaces shall be in full compliance with the Lead Based Paint regulations as found at 24 CFR Part 35, including all future amendments as published by HUD.
- C. Maintenance of fences - every fence shall be kept in a state of maintenance and repair or shall be removed. Replacement of non-required fencing is optional. If a fence is to be removed and replaced installation shall be in conformance with all local requirements.
- D. Grading and drainage of premises - every premise shall be graded and maintained so as stagnant water cannot accumulate or stand around the perimeter of the premises, or within or around any building or structure located on the premises. Ground areas around buildings shall be sloped away from walls to eliminate low areas where standing water may collect.
- E. Maintenance of retaining walls, sidewalks, and driveways and patios – all retaining walls shall be kept in a state of maintenance and repair. All sidewalks, service walls driveways and patios shall be kept in a state of maintenance and repair, free from obstruction, defects, uneven joints, tripping hazards, etc.
- F. Maintenance of property - All areas and all parts of the premises upon which any dwelling or dwelling units are located, and all areas adjacent thereto and a part of the premises, shall be maintained and kept in a clean and sanitary condition. This shall include, but not be limited to, the cutting of grass-weeds; removal of dead trees and brushes, removal of abandoned and junked automobiles, automobile bodies, chassis and parts, trailer, removal of inoperable machines and appliances, lumber pile, and building materials not being used in actual construction, tin cans, broken glass, broken furniture, boxes, crates and other debris, rubbish, junk and garbage.
- G. Water supply – connect to water main - every owner of a dwelling unit situated on property which abuts any street or alley in which a water main is laid, shall cause the water service system of his dwelling to be connected to such main.
- H. Abandoned wells and cisterns - every owner of a dwelling which contains an abandoned well or cistern on the premises shall close and fill them in a proper manner.

GENERAL SPECIFICATIONS

INDEX

0. GENERAL SPECIFICATIONS – RESIDENTIAL REHABILITATION

0.0 Definitions

0:1 General Requirement Applicable to All Residential Rehabilitation

0:2 General Specifications

1. FOUNDATION

1:0 General Requirements

1:1 Leveling

1:2 Footings & Pads

1:3 Piers

1:4 Masonry Piers

1:5 Skirting

1:6 Creep hole Door

1:7 Vents

1:8 Sills – Floor Framing

1:9 Floor Joists

1:10 Extermination

1:11 Stabilize Floors

1:12 Water Table

2. WALLS (Exterior)

2:1 Wood Wall Studs

2:2 Repair Asbestos Siding

2:3 Vinyl Siding

2:4 Repair Composition Siding

2:5 Straighten Walls

2:6 Wood Siding and Trim

3. PORCHES

3:1 Removal

3:2 Replace Wood Flooring and Ceilings

3:3 Wrought Iron or Pipe Columns

3:4 Wood Columns

3:5 Concrete Porch

3:6 Stoops

3:7 Step, Ramps, Concrete

3:8 Hand Rails

3:9 Re-screen

4. YARD

4:1 Walks – Entrance

- 4:2 Driveways
- 4:3 Driveways – Gravel
- 4:4 Garage – Detached or Attached
- 4:5 Storage – Detached or Attached
- 4:6 Carport – Detached or Attached
- 4:7 Fence
- 4:8 Clothes Posts and Lines

5. ROOF

- 5:0 General Requirements
- 5:1 Level
- 5:2 Decking
- 5:3 Gutter and Downspout
- 5:4 Repair Gutter and Downspout
- 5:5 New Flashing and Valley
- 5:6 Repair Wood Shingles
- 5:7 Repair Composition Roof
- 5:8 New Composition Roof
- 5:9 New Composition Roof Over Old
- 5:10 Built Up Roof Repair
- 5:11 New Built Up Roof, Complete Tear Off of Existing
- 5:12 Rafter Tails, Repair or Replace
- 5:13 Barge Rafters, Repair or Replace
- 5:14 Cornice, Fascia, Soffit, Drip Molding, and/or Trim

6. DOORS

- 6:0 General Requirements
- 6:1 Exterior Doors
- 6:2 Frame
- 6:3 Threshold, Interior
- 6:4 All New Openings
- 6:5 Remove and Close Opening
- 6:6 Storm Doors
- 6:7 Wooden Screen Doors
- 6:8 Re-Screen Doors, Aluminum, Wood
- 6:9 Door Hardware, Exterior
- 6:10 Threshold for Doors
- 6:11 Door Weather Strip
- 6:12 Interior Doors
- 6:13 Casing Replacement

7. WINDOWS

- 7:0 General Requirements
- 7:1 Wood Units
- 7:2 Aluminum Units

7:3 Vinyl Units
7:4 Wood Window Screens
7:5 Aluminum Window Screens
7:6 Re-Screen Wood Window Screens
7:7 Re-Screen Aluminum Window Screens
7:8 Glass Exterior
7:9 Re-putty, Exterior Glass
7:10 Wood Window Parts
7:11 Weatherstrip Windows
7:12 Balances, Weights and Locks

8. MASONRY

8:1 Masonry Unit Repair
8:2 Masonry Paint
8:3 Repaint Masonry Joints
8:4 Masonry Chimneys

9. FLOOR AND FINISH

9:0 General Requirements
9:1 Wood Finished Interior
9:2 Sheet Vinyl Covering
9:3 Ceramic Tile Floors, Bathrooms
9:4 Wood Exterior, Floors and Ceilings
9:5 Covered Wood Interior
9:6 Carpet

10. WALLS AND/OR CEILINGS (Interior)

10:1 Drywall and Ceiling
10:2 Wainscot
10:3 Sheetrock Repair, Wall/Ceiling
10:4 Wallpaper, Walls
10:5 Wallpaper, Ceilings
10:6 Wood Paneling, Wall

11. MILLWORK

11:0 General Requirements
11:1 Cabinets
11:2 Countertop
11:3 Interior Trim

12. PAINTING

12:0 General Requirements
12:1 Exterior Two-Coat Latex
12:2 Exterior One-Coat Latex
12:3 Exterior Masonry Paint
12:4 Interior Drywall, Ceilings and Walls

- 12:5 Interior Wood
- 12:6 Caulking Exterior
- 12:7 Caulking Interior
- 12:8 Exterior Two Coat on Iron or Steel
- 13. NEW CONSTRUCTION, ADDITIONS, ENLARGEMENTS
 - 13:1 New Construction
 - 13:2 Additions – Yard Violations
 - 13:3 Additions – Off Street Parking
 - 13:4 New Construction Specifications
 - 13:5 New Construction Plans
- 14. BUILT-INS
 - 14:1 Countertops and Covering
 - 14:2 Tub Enclosure
 - 14:3 Built-In Oven and/or Cooking Units
 - 14:4 Closets, Clothes
 - 14:5 Laundry Facilities Space
 - 14:6 Storage Facilities Space, Interior
- 15. ATTIC AREA
 - 15:1 Vents
 - 15:2 Access Door or Stairs
 - 15:3 Insulation, Attic Space, Batt or Roll Type
 - 15:4 Insulation, Attic Space, Loose Fill, Machine Blown
- 16. MECHANICAL
 - 16:1 Ventilators
 - 16:2 Vent Hood Kitchen
 - 16:3 Central Heating/Air, Existing or New
- 17. PLUMBING
 - 17:0 General Requirements
 - 17:1 Stacks (Vents), Water Lines
 - 17:2 Septic Tank
 - 17:3 Water Heater
 - 17:4 TPR Valves
 - 17:5 Sink, Double
 - 17:6 Sink, Single
 - 17:7 “P” Trap
 - 17:8 Faucets
 - 17:9 Gas Meter, Relocate
 - 17:10 Toilet
 - 17:11 Lavatory
 - 17:12 Tub and/or Shower
 - 17:13 Sanitary Sewer Line, New

17:14 Washer/Dryer Connections

17:15 Landscaping/Grass Relay

18. ELECTRICAL

18:0 General Requirements

18:1 Smoke Detector

18:2 Ceiling Fans

18:3 Other Fixtures

19. DEMOLITION

19:0 General Requirements for Removal

19:1 Site Work, Clean Up

20 ARCHITECTURAL BARRIER REMOVAL

20:1 Ramp Installation

20:2 Slope and Rise

20:3 Clear Width

20:4 Landings

20:5 Handrails

20:6 Removal of Obstruction(s)

20:7 Materials

GENERAL SPECIFICATIONS- RESIDENTIAL REHABILITATION

The listing of any item specification does not establish the eligibility of the item or the authorized conditions, work and/or material for rehabilitation projects.

0.0 DEFINITIONS

- A. ABR – Architectural Barrier Removal
- B. ADA – Americans with Disabilities Act
- C. Code – Currently adopted City codes, ordinances, local amendments, and housing rehabilitation general specifications
- D. Hot Water - is hot water supplied to plumbing fixtures at a temperature of not less than 110 degrees F.
- E. I.C.C. – International Code Council
- F. IECC – International Energy Conservation Code – 2000 edition adopted by the City of Atlanta (most current edition)
- G. IFC – INTERNATIONAL FIRE CODE – 2000 edition adopted by the City of Atlanta (most current edition)
- H. IFGC – INTERNATIONAL FUEL GAS CODE – 2000 edition adopted by the City of Atlanta (most current edition)
- I. IMC – INTERNATIONAL MECHANICAL CODE – 2000 edition adopted by the City of Atlanta (most current edition)
- J. IPC – INTERNATIONAL PLUMBING CODE – 2000 edition adopted by the City of Atlanta (most current edition)
- K. IRC – INTERNATIONAL RESIDENTIAL CODE – 2000 edition adopted by the City of Atlanta (most current edition) Minimum Inspection Standards – All properties shall be inspected in accordance with applicable minimum housing standards as provided for in the City of Atlanta adopted codes, and the Department of Housing & Urban Development Housing Quality Standards as defined by the 24 CFR, Chapter IX, Subpart I., Locally adopted, written, minimum housing standards, general specifications. In the event of a conflict, the stricter shall apply.
- L. NEC – NATIONAL ELECTRICAL CODE – 2002 edition adopted by the City of Atlanta (most current edition)
- M. O.C. – On center
- N. O. C. E. W. – On center, either way
- O. O.D – Outside dimension
- P. GAS – Georgia Accessibility Standards
- Q. Workmanship like Manner - Work should be completed to the standards of the applied craft or trade

0:1 REHABILITATION STANDARDS APPLICABLE TO ALL RESIDENTIAL REHABILITATION

The following conditions, pre-existing or related to work required by the write-up, shall be included and satisfactorily completed as a part of the forgivable loan rehabilitation requirements.

- a. Collect and remove from project all trash and rubbish in open yard area; leave in rake clean condition.
- b. Demolish and remove from project all specified items including but not limited to deteriorated, dilapidated, and unsightly items such as fences, sheds, barns, garages, etc.
- c. Tree limbs, shrubs, brush, etc. shall be removed or shall be trimmed a minimum of three (3) feet from structures to prevent future damage to structure.
- d. Tree limbs, etc. shall be trimmed a minimum of five (5) feet from any roof surface to prevent future damage.
- e. All penetrations of the floor from a crawlspace or other non-basement area must be satisfactorily closed by tight fitting collars around pipes, vents, ducts, etc., caulking will be permitted if not over 3/16" around penetrating member or 3/16" cracks and voids. Closures of the above shall prevent the entrance to the living unit of insects, vermin, etc. (See Spec. 12:6 Caulking application).
- f. All penetrations of the foundation skirt, exterior walls, gables, etc., shall be satisfactorily closed as above to prevent the entrance to the living unit or attic space of insects, vermin, etc. and to prevent entrance of water and provide protection by eliminating exposure to weather. (See Spec. 12:6 Caulking application).
- g. Smoke detectors/carbon monoxide detectors shall be installed in accordance with the IRC as currently adopted by the City of Atlanta to include local amendments.
- h. On all forgivable grant projects, all outlets located in a bathroom or kitchen that is within 6 feet of a water source shall be replaced with a GFCI outlet. All exterior or wet location outlets shall also have GFCI protection. Should the electrical panel be replaced, all **current** N.E.C. standards are to be adhered to for the **entire structure**.
- i. **Emergency grants are exempt from compliance with this section unless the work is required due to an emergency as defined in Section V, a of the HOME Owner-Occupied Rehabilitation Program Policies and Procedures**

0:2 GENERAL SPECIFICATIONS - Materials shall be new, in good condition, and of standard grade unless otherwise specified in the bid document.

REPAIRS- Where repairs of existing work are called for, the feature is to be placed in "equal or new" condition either by patching or replacement. All damaged, loose, or rotted parts shall be removed and replaced and the finished work shall match adjacent work in design and dimension. Contractors performing work for the City of Atlanta HOME Owner-Occupied Rehabilitation Program will adhere to the "Adopted Policies and Procedures for City of Atlanta HOME Owner-Occupied Rehabilitation Program. Contractors are also

expected to be familiar with, and to comply with, all applicable codes, written rehabilitation standards, bid specifications, and ordinances currently adopted by the City of Atlanta. In the event a conflict is determined to exist between the General Specifications for the HOME Owner-Occupied Rehabilitation Program and the City of Atlanta adopted codes, the stricter shall apply.

1. FOUNDATION

1:0 GENERAL REQUIREMENTS – Foundation repair or replacement shall be accomplished in a workmanlike manner. Any work requiring skirt removal or closure and/or pier and footing work, also requires that all stored, unused, items, etc. shall be removed from the crawlspace or other non-basement area. All shims and/or blocking shall be nailed, strapped, or otherwise securely fastened to the supporting members of the structure. Existing wood, masonry, and/or concrete piers that are sound and plumb are not to be replaced or removed. Masonry piers may be repaired if feasible.

All foundation repairs shall be engineered. Foundation repairs shall be scheduled as the first item to be repaired unless otherwise noted in the bid document/work write-up. Prior to repairing the foundation, the contractor shall test the water and sewer lines and provide the results. After repairs have been completed, the contractor shall test the water and sewer lines to ensure they have not been compromised.

1.1 LEVELING- Shall be completed in such a manner as to be permanent. Shims and/or blocking shall be fastened and wedged tight, and of an approved material that is treated to prevent insect damage or deterioration. Any damage to the structure as a result of the leveling operation is to be repaired or replaced, including but not limited to plumbing, doors, floors, partitions, etc. All piers and/or footings damaged shall be replaced with new. (See Spec. 1:2 & 1:3)

1:2 FOOTINGS & PADS - Replacement for perimeter shall be engineered.

1:3 PIERS - Replacement for piers shall be engineered

1:4 MASONRY PIERS, EXISTING-Repair or replacement of masonry piers shall be engineered

1:5 SKIRTING- Repair existing to a serviceable condition. If new, shall be constructed of conforming materials and if wood, shall be provided with minimum 8", 16 gauge galvanized ground flashing with 2" overlap under bottom of skirt and extending into the ground. Wood siding shall be a minimum of 4" from revised ground grade. Should plaster and expanded metal be used, no ground flashing is required. Completed skirt of plaster shall extend 4" below revised finished ground grade. Use vertical reinforcing rods, minimum 3/8" diameter, adequately fastened to sill, extending into ground 4", spaced a minimum of 16" o.c. Plaster shall be minimum 3/4" thick. Metal expanded lath shall be diamond mesh wt. 2.5 lbs. per SQ YD, securely fastened by galvanized wire ties not over 8" o.c. Two plaster coats required. Scratch coat to be 1 part Portland cement, 1 part masonry cement, and three parts plaster sand. Finish or brown coat shall be same as above except 4-part sand. Allow minimum of 48 hours between coats, trowel applied with uniform brush finish.

1:6 CRAWLSPACE DOOR- Shall be hinged and constructed of such material as to conform to foundation skirt. Entry doors are to be constructed of materials that are rot resistant and are to be primed and painted to match surfaces of the structure. Doors are to be equipped with a means to secure the crawlspace from intrusion with either a lock-set or hasp and lock. New or existing openings shall be a minimum size of 18"x 24" or adequate size for servicing of equipment and with a means to latch. Conditions may require a masonry or concrete sill to divert surface water away from structure. If not feasible on exterior, locate within interior floor area, accessible for maintenance of plumbing below floor.

1:7 VENTS- If new, shall be louvered, rust resistant metal, and substantially weatherproof. Install weather tight and properly spaced to provide adequate cross ventilation under structure. Standard vents, size 16"x 8" (65 SQ IN free air, .45 SF).

1:8 SILLS, FLOOR FRAMING- Replace or repair all rotten or deteriorated pieces with same size and dimension. Material shall be preservative-treated #2 Yellow Pine.

1:9 FLOOR JOISTS - Repair existing. If new, shall be a minimum of 2"x 8" and/or standard construction grade of existing dimension lumber, adequate to support load, supported at their extreme ends by either a 2"x 2" ledger or metal joist hanger. (Same material as Spec. 1:8)

1:10 EXTERMINATION- Should existing conditions indicate infestation; select a treatment plan as recommended and applied by a bonded exterminator. This preventive measure is with regard to termites or other destructive insects, etc. Exterminator's certificate is required. Application and treatment is to be within and/or also outside basementless area, unless otherwise specified.

1:11 STABILIZE FLOORS- Provided existing piers, beams, and footings are in acceptable condition, replace or tighten and fasten shims to satisfy floor and structure conditions. Shims shall be of treated material to prevent insect damage and/or deterioration and nailed or otherwise fastened to supporting or carrying members.

2. WALLS (Exterior)

2:1 WOOD WALL STUDS - Repair existing. If replaced, studs shall be a minimum of 16" o.c. 2"x 4"x 92-5/8" SPF or written approved equal and conform to existing wall framing.

2:2 REPAIR ASBESTOS SIDING - Replacement shall be of a reasonable conforming pattern, type, and color. If unable to match color, the replacement material shall be painted to match existing.

2:3 VINYL SIDING- Installation of new shall be double 4" clapboard, wood grain finish, .040" thick, over 1/2" rigid foam insulation board on all exposed sided surfaces; wrap fascia and all wood trim boards with aluminum. Vinyl siding must provide a limited lifetime warranty and be certified by the Vinyl Siding Institute.

2:4 REPAIR COMPOSITION SIDING - Replacement shall be of a reasonable conforming pattern, type, and color. Asphalt minimum weight 105# per square, insulated composition minimum weight 225# per square.

2:5 STRAIGHTEN WALLS - Walls shall be re-aligned by removing necessary wall covering (either exterior or interior) in order to align wall framing to a reasonable, straight, and even plane. Replace such structural members as required and adequately brace. Reinstall siding and other components in a workmanlike manner.

2:6 WOOD SIDING AND TRIM - Repair existing to a satisfactory watertight condition. New wood siding shall be of a reasonable conforming pattern, type, and color. Bird boards and corner boards shall adequately close all openings to a reasonably tight fit. Exterior trim shall be preservative treated lumber where contact with water is likely, otherwise #2 SPF, free of loose knots and splits. Fasteners must be non-corrosive, galvanized nails. Replacement of siding - All wood siding shall be grade D or equivalent. Siding shall have a minimum thickness of 3/8 inch unless placed over sheathing that has an I.C.C. approval.

Siding patterns known as rustic, drop siding, or shiplap shall have an average thickness of not less than 3/8 inch. Bevel siding shall have a minimum thickness measured at the butt section of not less than 7/16 inch and a tip thickness of not less than 3/16 inch. All weatherboarding or siding shall be securely nailed to each stud with not less than one nail or to solid 1 inch nominal wood sheathing or ½ inch plywood sheathing with not less than one line of nails spaced not more than 24 inches O.C. in each piece of weatherboarding or siding. All fasteners used for the attachment of siding shall be of a corrosion-resistant type. All vinyl, aluminum, or steel siding soffit and coil stock must be I.C.C listed and installed according to manufacturer's installation instructions.

3. PORCHES

3:1 REMOVAL- of deteriorated, dilapidated, porches, stoops, etc., which are not economically feasible to repair, shall be done in such a manner as to cause a minimum amount of damage to the remaining structure. After removal, repair, bracing and strengthening of main structure shall be provided. Finished floors must slope to drain away from main structure.

3:2 REPLACE WOOD FLOORING AND CEILING- Repair areas of existing. New flooring shall be of tongue and groove type, and preservative treated to prevent deterioration. Ceilings shall be repaired with matching materials. If new, shall be BCX plywood, 1/2" minimum thickness. (See Finish 9:4)

3:3 WROUGHT IRON OR PIPE COLUMNS - Repair existing. Should replacement be required, shall be new to match existing and/or sized to provide structural strength for intended use. (See Finish 12:8)

3:4 WOOD COLUMNS - Repair existing. If new, shall be a minimum of 4"x 4" dimension and shall extend from porch floor continuously to bearing beam. Base shall be satisfactorily caulked to weather seal. (See Finish 12:0) Replacement column shall reasonably match existing and be cased if required. Supports must be sized to provide structural strength for intended use.

3:5 CONCRETE PORCH - Repair existing. If new, shall have a compressive strength at 28 days of at least 3000 PSI. Concrete will be deposited when temperature is at 40 degrees F or

above and rising, and shall be reinforced with minimum 6x6-10/10 wire mesh. If steps are called for, they are to be poured monolithically. Pre-cast concrete steps are acceptable as called for in Spec 3:7. New porches and steps must slope away from main structure and properly drain.

3:6 STOOPS - Repair existing. If new, are to be constructed of such material as to conform to existing roof covering and shall have all necessary structural members required to form a structurally sound unit. Metal, aluminum stoops may be provided only with approval of administrating agency.

3:7 STEPS, RAMPS, CONCRETE- Repair existing. If new, must be poured in place concrete, with concrete reinforcing and conditions as called for in 3:5. Pre-cast concrete steps shall be a satisfactorily sound unit. Metal, aluminum stoops may be provided only with approval of administrating agency.

3:8 HAND RAILS - Wood, iron or pipe. Repair to match existing. If new wood, use pressure treated lumber, balusters minimum 5" o.c., firmly attached with lag bolts to house with newel post set in concrete for firm support. Galvanized pipe, minimum 1-1/2" may be repaired or used as replacement for existing. Wrought iron replacement is to be used only as matching replacement for portion of existing. (See Finish for Exterior Iron or Steel 12:8). Handrails shall be required for stairways having two or more risers, which serve one individual dwelling unit. Handrails shall have maximum heights not less than 34 inches nor more than 38 inches from the nosing of threads, shall be provided on at least one side of stairways, and shall be continuous the full length of the stairs and extend not less than 6 inches beyond the top and bottom risers. The handgrip portion of handrails shall be not less than one and ¼ inch nor more than two and 5/8 inch in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion of handrails shall have a smooth surface with no sharp corners.

3:9 RESCREEN- Repair existing. If new, it is required that the screening materials shall be new aluminum wire, 18/16 mesh, uniformly applied with adequate tension to prevent sagging or wrinkles.

4. YARD

4:1 WALKS, ENTRANCE- Existing lead walks of concrete not within public right of way shall be repaired. If replaced, the minimum width shall be 36" and minimum thickness of 4". Walks shall be reinforced with #4 Rebar. Concrete shall have a compressive strength at 28 days of at least 3000 PSI. Concrete will be deposited when temperature is at 40 degrees F or above and rising. Finish grade shall adequately drain. Use medium broom finish and expansion joint of ½" asphalt fiber at junction with structure and lateral walk and every 50', control joint every 4', edges to be tooled.

4:2 DRIVEWAYS- Existing concrete driveways not in public right of way may be repaired or replaced and shall be reinforced with #4 Rebar, with expansion joint material placed at maximum of 30', not to exceed 200 SQ FT in one area. Concrete shall have a compressive strength at 28 days of at least 3000 PSI. Concrete will be deposited when temperature is at

40F or above and rising. Driveway shall cover a minimum area of 10'x 20' for off street parking. Approach and walk area is not to be included in the minimum area required. Medium brush finish required minimum 4" thick.

4:3 DRIVEWAYS GRAVEL- Existing gravel driveways may have new gravel added if necessary. Minimum area covered shall be same requirements as 4:2. Gravel to be satisfactory road gravel with adequate binder characteristics or stabilized with 20 lbs. of cement uniformly mixed with each square yard of 6" thick gravel. Place and compact gravel to uniform grade to obtain adequate drainage.

4:4 GARAGE DETACHED OR ATTACHED- If existing and feasible to repair, shall be eligible only for items of exterior rehabilitation as determined by administrating agency. Dilapidated structures shall be removed and not replaced.

4:5 STORAGE DETACHED OR ATTACHED- If existing and feasible to repair, shall be eligible only for items of exterior rehabilitation as determined by administrating agency. Dilapidated structures shall be removed and not replaced.

4:6 CARPORT DETACHED OR ATTACHED- If existing and feasible to repair, shall be eligible only for items of exterior rehabilitation as determined by administrating agency. Dilapidated structures shall be removed and not replaced.

4:7 FENCE- Repair existing if economically feasible. Replace small-deteriorated portions as determined by the administrating agency. Remove all of dilapidated fencing not economical to repair.

4:8 CLOTHES POSTS & LINES- Repair. Replace existing deteriorated portion as determined by the administrating agency to match existing.

5. ROOF

5:0 GENERAL REQUIREMENTS- Repair or re-roofing shall be accomplished in a workmanlike manner, and shall be done in accordance with manufacturer's recommendations and installed in such a manner (with proper flashing, counter flashing, and all other necessary components) as to prevent leaks of any kind.

5:1 LEVEL- Install sufficient bracing to ridge, gables, and rafters to support to a reasonable line and level in order to maintain a true and even plane. Should a re-roof over existing be required, bracing should be adequate to support additional structural load.

5:2 DECKING- Repair existing by replacing defective sheathing boards, leaving new deck surface smooth, clean, and adequately secured to structural members. Nails to be 8d common or box for shiplap and all other 1"x 4" materials, and 6d spiral thread or ringshank common or box nails for plywood or OSB sheathing, 6" o.c. along all edges and 12" o.c. along intermediate members. Sheathing shall be ½" CDX plywood or 7/16" OSB installed with plywood "H" clips. In lieu of this specification, contractor may repair decking to match existing.

5:3 GUTTER AND DOWNSPOUT- If existing, shall be replaced with new parts of 26 gauge aluminum, install ¼" screen to prevent entrance of foreign materials, supply a concrete splash block under downspouts to prevent erosion of soil around outlet. Adequate hangers, braces and bands shall be securely anchored and drainage shall be such as to eliminate ponding, minimum 1/16" per foot of fall. Finished installation shall be free of leaks, and shall control disposal water to prevent damage to property.

5:4 REPAIR GUTTER AND DOWNSPOUT- Realign and adjust all supporting members. Minimum uniform grade shall be 1/16" per foot. Repair all solder joints with same. Replace missing parts, hangers, and braces with minimum 26 gauge galvanized metal.

5:5 NEW FLASHING AND VALLEY- Shall be 26 gauge galvanized metal. Valley metal shall be a minimum of 20" wide. Roll roofing for a valley is required with composition shingles, minimum 90# or as recommended by manufacturer.

5:6 REPAIR WOOD SHINGLES- Replace all missing and split wood shingles with No.2 red cedar.

5:7 REPAIR COMPOSITION ROOF- All missing or broken shingles shall be replaced. Re-nail all loose shingles. Replacement shall be of similar color, design, and brand (if possible), as existing roofing material.

5:8 NEW COMPOSITION ROOF- Apply minimum 220#, 3-tab, Class A fiberglass composition roof, 20-year warranty, with 1-1/4" galvanized roofing nails over 15# asphalt felt paper. Prior to starting work, examine roof deck on which work is to be applied for defects in material and workmanship, which may be detrimental to the proper installation or long-term performance of the shingles. Install according to manufacturer's recommendations. Install 1-1/2"X1-1/2" metal edging over all exposed drip edges of roof, new stack/vent boots and proper flashing. Provide for adequate ventilation by installing ridge vents or turbines according to work write-up.

5:9 NEW COMPOSITION ROOF OVER OLD- Prohibited

5:10 BUILT UP ROOF REPAIR- Shall be dead level or steep run asphalt as required by existing conditions. Remove aggregate spud off loose roofing material, cut blisters and re-nail. Hot mop minimum of two (2) plys of 15# asphalt coated felt then flood coat and apply roofing gravel to a uniform durable surface. All penetrations such as vents, chimneys, etc. shall be adequately flashed with metal or mastic and membrane in accordance with good roofing practice. Repair existing or furnish new metal gravel guard.

5:11 NEW BUILT UP ROOF, COMPLETE TEAR OFF OF EXISTING – Nail one (1) ply of 30# felt. Mop minimum of two (2) ply's of 15# felt and flood coat exposed surface (See Spec. 5:10 for application, flashing, etc.). Prior to any applications to new, repaired, or existing wood deck; remove loose nails, old roofing nails, re-nail and repair deck as required.

5:12 RAFTER TAILS- REPAIR OR REPLACE- Remove deteriorated portion of exposed rafters; replace with new material to match existing rafters. Method of repair shall adequately

support roof eaves and/or overhang, and be neat in appearance without cleats unless being cover with vinyl or aluminum.

5:13 BARGE RAFTERS- REPAIR OR REPLACE- Remove deteriorated portion of barge rafter and repair. (See Spec. 5:13). Repaired portion or replacement shall be securely fastened to deck overhang and shall be of straight #2 SPF or better. Repair shall be neat in appearance and without cleats.

5:14 CORNICE, FASCIA, SOFFIT, DRIP MOLDING, AND/OR TRIM- Replace rotten or deteriorated sections by installing new material using #2 grade lumber of correct dimension to conform to existing components. Soffits shall be repaired with matching materials. If new shall be BCX plywood, 3/8" minimum thickness. (NOTE: lower grades of replacement material may be used, upon approval, when being covered with vinyl or aluminum)

6. DOORS

6:0 GENERAL REQUIREMENTS- All doors shall operate satisfactorily and be in sound serviceable condition. All doors must have a wall-mounted doorstop, strike plate, lockset, and appropriate hinges. All exterior doors and frames shall be substantially weather tight and rodent proof. Doors shall clear carpet by 1/2".

6:1 EXTERIOR DOORS- New shall be pre-hung metal clad 1-3/4" insulated door complete with entry lock and deadbolt keyed alike, weather-stripped threshold, peep sight, jamb weather stripping, and interior/exterior casing. Install plumb and level to ensure proper operation. If economical, existing doors shall be repaired to satisfy security and weather protection requirements and properly fit opening. Re-adjust and/or replace stops to provide a reasonably tight fit.

6:2 DOOR FRAME- Repair existing frames if feasible; if new shall be of 2" material with a properly plowed jamb and stops to receive a 1-3/4" door.

6:3 THRESHOLDS, INTERIOR- Shall be of new wood of proper height and width for the particular opening, and suitable for interior use. Install to a reasonable clearance of 1/4" maximum.

6:4 ALL NEW OPENINGS- Repair if feasible; if new, shall be properly framed with a minimum of two #2 Yellow Pine or SPF 2"x 6" headers with 1/2" spacer, installed on edge, where all bearing loads exist; dimension of lumber used shall be sufficient to bear load according to size of opening. All non-bearing loads shall be constructed with two #2 Yellow Pine or SPF 2"x 4" headers with 1/2" spacer, placed on edge, not to span an opening over 3' in width. If new opening is located in a load-bearing wall, permits shall be required.

6:5 REMOVE AND CLOSE OPENING- After removal, structure shall be properly braced and strengthened and openings shall be covered with conforming exterior and interior finish materials in such a manner as to remove evidence of closing.

6:6 STORM DOORS- If economical - shall be repaired. Re-adjust or replace stops for a reasonable tight fit and insect proofing. If new, vinyl-clad over wood core, mill-finished aluminum, or aluminum with baked on enamel finish, tempered safety glass window,

interchangeable screen for top and bottom ventilation, weather-stripped, with push button handle, adjustable pneumatic closer, safety chain and slide on expander sweep.

6:7 WOODEN SCREEN DOORS- If economical shall be repaired. If new, shall be of selected preservative treated Western Ponderosa Pine with dowel joint construction and furnished with 18/16 mesh aluminum screen wire. Minimum thickness of 1-1/8". Re-adjust or replace stops for reasonably tight fit to ensure protection from rodent and insect infiltration. Provide spring latch, closure and one pair 3"x 3" butt hinges.

6:8 RE-SCREEN DOORS, ALUMINUM, WOOD- All doors shall be screened with 18/16 mesh aluminum screen wire. Mesh shall be uniformly applied with adequate tension to prevent sagging or wrinkles. Screening for wood doors shall be provided with new screen mold unless existing is in good repair and free of breaks, cracks, splinters, and are continuous one-piece sections. Screening for aluminum doors shall meet above requirements for wood except that all splines shall be tight-fit one piece sections and replaced if deteriorated (See 6:9 for hardware).

6:9 DOOR HARDWARE, EXTERIOR- Repair existing if economically feasible. New hardware for doors to be a keyed entry lockset with 1/2" throw and a deadbolt with 1" throw, keyed cylinder outside, thumb turn inside including escutcheon trim and strike plates, keyed alike. Finish hardware – All exterior door locks shall be Schlage brand. All deadbolt locks shall be keyless from the inside. All exterior door hinges shall be a minimum of three and 1/2 inch x 3 and 1/2 inch in size, with a minimum of two hinges to each door.

6:10 THRESHOLD FOR DOORS- Shall be extruded aluminum, minimum of 3-3/4" wide with 3/8" high vinyl insert. If non-existing or if existing is not an effective seal, provide and install new threshold to manufacturer's printed instructions. For thresholds that do not have vinyl inserts on base, both long edges must be installed with continuous bead of caulking.

6:11 DOOR WEATHER STRIP- shall have extruded aluminum housing 1/4"x 1/2" with vinyl, neoprene 3/16" bulb insert. If non-existing or if existing is not an effective seal then, after adjustment of stops (if required) and painting, provide and install new weather strip continuous at both jambs and head. Install with screws or nails as provided by manufacturer and to manufacturer's installation instructions.

6:12. INTERIOR DOORS- If economical shall be repaired. If new, doors shall be prehung interior standard grade flush or panel type, hollow-core units, minimum thickness 1-3/8", installed with passage lockset, casing trimmed with minimum 2" wide paint grade molding on both sides. Bathroom doors shall have privacy lockset.

All new interior passage locks shall be Schlage brand, and shall match as closely as possible to the existing locks. All interior door butts shall be a minimum of three inch x three inch in size, with a minimum of two hinges to each door. All cabinet hardware shall be a polished, finished material, and properly fitted as required for the particular use.

6:13 CASING REPLACEMENT- Repair if economically feasible. If new, shall match existing for doors and/or windows of #2 SPF or better and be free of loose knots, cracks or splits. Apply with finishing type nails, countersunk with nail holes filled.

7. WINDOWS

7:0 GENERAL REQUIREMENTS - Every exterior window shall be substantially weather tight, water tight, rodent proof and in sound serviceable working condition with latches and insect screens and shall be cleaned of paint, putty or caulking.

7:1 WOOD UNITS - Repair if economically feasible. If new, shall be constructed of type "S" or "T" stiles, double-hung, checkrail or plain rail. Material shall be of preservative treated Western Ponderosa Pine. Minimum thickness of 1-3/8". Furnish with SSB glass. Unit shall be watertight, properly fit the opening, and operating sash shall be properly weather stripped with lock.

7:2 ALUMINUM UNITS - If economical shall be repaired. If new, shall be Energy Star compliant, single hung, double glazed, low-e, white finished aluminum with sash locks. Exposed surfaces of all aluminum members shall be extruded of first class finish material with no serious defects or blemishes. All joints shall be neatly fitted, secure, and made water/air tight. Operating sashes are to be properly weather stripped to minimize entrance of air and moisture. Provide window screens. Furnish with SSB glass. All aluminum windows shall meet current City of Atlanta requirements. Window replacement requires a permit from the City of Atlanta Bureau of Building.

7:3 VINYL UNITS - New shall be Energy Star compliant, single hung, double glazed, low-e units with tilt sash and lock. Sash frame shall be miter cut and fusion welded at the corners, extruded vinyl compound that does not chip or peel. Install plumb and level to ensure proper operation. All joints shall be neatly fitted, secure, and made water and airtight. Provide window screens. All aluminum windows shall meet current City of Atlanta requirements. Window replacement requires a permit from the Bureau of Building.

7:4 WOOD WINDOW SCREENS- If economical shall be repaired. If new, wood screens shall be constructed of 3/4" material; header and sides shall be minimum of 2" in width, base shall be minimum of 3" in width and shall be properly doweled at joints; screen wire shall be 18/16 mesh aluminum. All screens shall be full screens properly fit to openings.

7:5 ALUMINUM WINDOW SCREENS- If economical shall be repaired. If new, aluminum screens shall be of standard design and construction with a minimum cross rail and frame width of 1/2" and thickness of 3/8" wired with 18/16 mesh aluminum wire. All window screens shall be half screen for single-hung, and full for double-hung, properly fit to openings.

7:6 RE-SCREEN WOOD WINDOW SCREENS- See Spec. 6:8, same requirements as re-screen wood screen doors. Must properly fit opening.

7:7 RE-SCREEN ALUMINUM WINDOW SCREENS- See Spec. 6:8, same requirements as re-screen aluminum screen doors. Must properly fit opening.

7:8 GLASS EXTERIOR- All loose materials and broken or cracked glass shall be replaced with minimum of SSB glass. Remove all old putty and compound. Install with glazing points or clips as required. New glazing compounds of respective type for wood or aluminum shall be

applied in a uniform and neat manner according to manufacturer's recommendations. Back bed is required and installation shall not leak. All glass over 3 SQ FT in area shall be DSB. Door glass replacement shall have stops reinstalled to a reasonable fit with all nails countersunk. The above item is for use only on exterior openings of interior heated areas. Wooden sashes require linseed oil application before applying compound or putty. Glazing compound shall be equal to DAP #33 (wood or metal) or written approved equal. (Supersedes 7:9)

7:9 REPUTTY, EXTERIOR GLASS- Wood surfaces shall be properly prepared by removal of all loose, cracked, or otherwise unsound material. Clip points or other proper holding devices shall be installed. New glazing compounds shall be of approved grade and applied according to manufacturer's specifications. Caulking compounds, in lieu of glazing compounds, are not permitted. The above item is for use only on exterior openings of interior heated areas. Wooden sashes require linseed oil application before applying compound or putty. Glazing compound shall be equal to DAP #33 (wood or metal) or written approved equal. Metal sashes shall be properly prepared and glazing compound shall be of approved type for metal, equal to DAP #33 (wood or metal) or written approved equal.

7:10 WOOD WINDOW PARTS- Repair if economically feasible. Adequate flashing to exterior wall shall be applied for satisfactory waterproofing. New wooden exterior parts shall be preservative treated.

7:11 WEATHERSTRIP FOR WINDOWS- Flexible aluminum base shall be 3/8" wide with gray vinyl overall width 9/16". If non-existing or if existing is not an effective seal, after adjustment of stoops (if required) and painting, provide new and install to manufacturer's printed instructions, continuous at both jambs, head, sill and meeting rails on all operable sashes.

7:12 BALANCES, WEIGHTS & LOCKS- Broken sash cords and/or missing weights shall be furnished and installed. Defective or missing balances shall be replaced. Upper and lower sashes shall operate free. All windows with window units installed shall have a security-locking device.

7:13 NOISE ABATEMENT - Single Pane windows shall be replaced if the property is located within 1,000' of a major road, or within 15 miles of an airport, or 3,000' of a railroad and, the noise levels exceed the decibel limits as established by HUD. This requirement does not apply to the Emergency Grant Program.

8. MASONRY

8:1 MASONRY UNIT REPAIR- Existing exterior masonry shall be repaired in a workmanlike manner. Where masonry is installed for repair, there shall be an existing continuous reinforced concrete grade beam with the proper footing. All joints shall be properly tooled and left in a clean condition. Building face brick shall be of gas-fired solid clay or shale units. Clean all masonry of mortar and stains with an approved masonry cleaner.

8:2 MASONRY PAINT- Should existing exterior porous masonry, including concrete, stucco, or plaster, require painting to prevent entrance of moisture and/or to cover discoloration,

apply one coat of paint that is approved for use on exterior surfaces as these, to manufacturer's specifications.

8:3 REPOINT MASONRY JOINTS- Existing exterior deteriorated or open masonry joints shall be repointed with a rich grout of cement sand, etc., to approximately match existing color and joint type. Properly tool joints and clean excess grout or mortar from masonry surface. Re-plaster if required. (See Plastering Spec. 1:5)

8:4 MASONRY CHIMNEYS- Existing shall be structurally safe, durable, and smoke tight; repaint, repair and brace. Hazardous conditions either to structure or life shall require demolition.

9. FLOOR & FINISH

9:0 GENERAL REQUIREMENTS- All new floor finishes and/or coverings shall be of a reasonably cleanable type for sanitary maintenance; shall adequately protect surfaces and upon completion shall be free of stains and other foreign matter other than preexisting.

9:1 WOOD FINISHED INTERIOR- Existing damaged areas shall be removed and new flooring of the same type and material applied. All surfaces shall be properly sanded, filled, sealed, and varnished with two coats of gloss varnish.

9:2 SHEET VINYL COVERING- Sheet vinyl/tile installation – All floors that are to receive sheet vinyl or tile floor coverings shall be properly prepared either by sanding and removing all foreign material from surfaces, properly filling, and cleaning; or by installing an underlayment in a neat and workmanlike manner according to manufacturer's recommendations. Floor covering shall be of high quality (a minimum of .080 inch thick or a wear layer of 6mil or greater) and be installed in a workmanlike manner and with mastic materials recommended by manufacturer. **Self-adhesive tile is not permitted.**

9:3 CERAMIC TILE FLOORS- Repair if feasible. If new, install 12"x12" ceramic floor tile, minimum PEI rating of 3, over ¼" cement backer board. Use of backer board is not necessary when installing over concrete foundations. Tile shall be installed in a workmanlike manner according to manufacturer's recommendations. Grout and seal joints.

9:4 WOOD EXTERIOR, FLOORS AND CEILINGS- Existing damaged areas shall be removed and new flooring or ceiling of the same type shall be applied. Finish shall be a prime coat and two coats of latex enamel paint as recommended by the manufacturer for use on exterior wood. (See Specs. 3:2 Porches & 9:1 for surface preparation)

9:5 COVERED WOOD INTERIOR- All damaged portions shall be removed and new covering of same type and material applied. No finish required, covering to be as specified.

9:6 CARPET- Deteriorated carpeting shall be removed; install new durable nylon continuous filament carpet, minimum 25 oz. face weight, with 6 lb. 7/16" re-bond padding and tack strip according to manufacturer's recommendations.

10. WALLS AND/OR CEILINGS (INTERIOR)

10:1 DRYWALL AND CEILING- For replacement of entire area, the sheetrock shall be a minimum thickness of 1/2" where framing is no greater than 16" o.c. Where framing is 24" o.c., dry wall products shall be no less than 1/2" in thickness. Moisture resistant "green board" will be used in wet locations. All dry wall products shall be taped, bedded, floated, and textured to match existing in a workmanlike manner, and dried properly (minimum of 24 hours drying period shall be required).

10:2 WAINSCOT- Where masonite or tempered tile is required, it shall be installed with metal, plastic, or wood trim and sealed properly to prevent entrance of moisture. All trim and wainscot shall be installed to a minimum of 4' high (off floor) and shall have a durable, washable finish. Walls for showers or tub/showers shall be of same material and a minimum of 6' high from floor or bottom of tub.

10:3 SHEETROCK REPAIR, WALL/CEILING- Shall be same thickness as existing, adjoining material. (See specification 10:1 for joint treatment and finished texture)

10:4 WALLPAPER, WALLS- Existing deteriorated canvas shall be replaced, existing loose canvas shall be refastened to wall. If installing new, complete tear off of old paper is required. Wood or other wall and ceiling trim shall be removed and then properly installed over new paper. Finished walls shall have square cut corners, neat vertical tight seams to match pattern, and shall meet at casing of all openings. Wrinkles, tears, loose or soiled new paper, will not be acceptable.

10:5 WALLPAPER, CEILINGS- (See Spec. 10:4 for application). Existing canvas and paper, if tight to ceiling, will be acceptable to canvas and paper over.

10:6 WOOD PANELING, WALL- Should wood paneling and trim be required to replace damaged existing, the paneling should approximately match the existing as to style, grain, color and trim. Fasten in a uniform flat plane as recommended by the manufacturer and with tight uniform joints. Minimum 1/8" or match existing thickness. Casing trim for openings shall match paneling as to grain, texture and finish.

11. MILL WORK

11:0 GENERAL REQUIREMENTS - Repaired or new, material shall be of a select grade of white pine or equivalent. Finger jointed material not allowed on surfaces to be stained and varnished. Plywood shall be of A grade. All measurements and dimensions shall be verified at the job and the Contractor shall be responsible for any work that does not fit properly. Rough carpentry shall be self fitted, nailed, and drawn up tight. Finish work shall be free from machine or tool marks, abrasions, raised grained, etc., on exposed surfaces, and shall be machine sanded and hand dressed to a smooth finish. Joints shall be tight and so formed as to conceal shrinkage.

11:1 CABINETS - Cabinets and hardware shall be repaired if feasible; new hardware can be wood or metal knob or pull with approved type latches to hold doors in closed position and shall match existing as nearly as possible. If new, cabinets shall be quality mill-made modular units with solid hardwood face frames, hardwood door frames and drawer fronts,

with self-closing hinges, nylon and metal drawer guides, set level and joined with concealed nails and screws where practical.

11:2 COUNTERTOP- If new shall be one-piece plastic laminate over $\frac{3}{4}$ " composition base with minimum 4" backsplash. Edges may be rolled or flat type. End splash is required where countertop butts against a wall or cabinet. Caulk around top of countertop with mildew resistant silicone sealant.

11:3 INTERIOR TRIM - Repair to match existing as closely as possible. If new, shall be of white pine. All molded members and trim shall be mitered or coped at corners. Nails in exposed work shall be set and filled. Trim around doors and openings shall be full length and jointed only at corners. Scribing, mitering, and joining shall be done accurately and neatly. Window stools must have mitered bull nosed front end with aprons of base molding back cut at 22-1/2 degrees. Shoe molding is required in every room where sheet vinyl or ceramic tile flooring is installed.

12. PAINTING

12:0 GENERAL REQUIREMENTS- The Contractor shall inspect the building and note the conditions of all existing conditions and the preparatory work required prior to painting operations. The Contractor shall not be compensated for claims of extra labor involved in preparation of surfaces to receive paint and other finishes nor shall his guarantee in any way be validated because of his failure to inspect the existing surfaces and ascertain the prior conditions affecting his work. Application of paint on any surface shall constitute acceptance of the surface for paint by the contractor. **Minimum grade paint shall offer a twenty-year (20) warranty.** Homeowner may choose paint sheen i.e. flat, eggshell, semigloss.

- **Materials** – All paint materials shall be delivered in original, unopened containers, with labels and tags intact. All materials shall be of the highest quality and be used for the purpose for which they were manufactured. **Use of lead-based paint shall be prohibited.**
- Kitchen cabinets shall be re-stained and sealed with varnish or polyurethane unless Homeowner requests paint. If paint is requested, type shall be clearly specified in contract, and Homeowner shall be given choice of color.
- **PREPARATION OF SURFACES-** Nail holes, splits or scratches shall be puttied or spackled smooth after prime coat. Drop cloths shall be provided and precaution taken to prevent paint materials from falling on or marring any adjacent surfaces not be painted. All surfaces requiring finishing shall be cleaned and dry prior to painting. Window and door glass, floors, and other work items shall be cleaned of all stains and foreign matter, other than preexisting, to include putty, paint, caulking, etc. prior to acceptance. Exterior metal columns, railings, etc. shall be brushed or scraped to remove all loose peeling paint.
- **APPLICATION-** Apply according to manufacturer's specifications. Maintain temperature of rooms where varnish or enamel is being applied at 70 degrees F or more, and at 50 degrees F or more during other interior painting. Exterior painting

shall be performed when the air temperature is 50 degrees F or higher and on dry surfaces with dry weather conditions. Field painting will not be required on items specified to be completely prefinished at factory or on aluminum, copper, brass, and bronze, or on glazing compound in aluminum windows. Back prime new wood and/or trim with one coat exterior latex wood primer. Allow paint to dry between coats. Protect all work from damage by the use of drop cloths, etc. Remove paint stains completely from finished work. When color stains, dirt or undercoats show through the final coat of paint, the work shall be covered by additional coats until the paint is of uniform color and appearance and coverage is complete. Where two coats or more of paint are specified, the coat applied prior to the finish shall be applied noticeably lighter in shade than the finish coat. Existing hardware and accessories, fixtures, and similar items shall be removed or protected during painting and thoroughly cleaned and replaced upon completion of painting. Sand interior enamel surfaces lightly between coats. Uses of no-sand solvents are permissible if used in accordance with manufacturer's recommendations. All painting shall be done by skilled craftsmen and shall be complete, giving full coverage, leaving no streaks, shadows, or other blemishes and free from runs, sags, skips, and unsightly brush marks. Make edges of paint adjoining other material or colors sharp and clean without overlapping. Should workmanship of finish be found defective, proper preparatory work shall be done and additional coats shall be applied as necessary to produce a finish in accordance with these specifications. Upon completion, touch-up and restore finish where damaged or defaced.

- **OBJECTIVE-** The use of exterior and interior finishes on the dwelling that will assure against the entrance or penetration of moisture and extremes of temperature; protect from damage by decay, corrosion, insects and other destructive elements; provide reasonable durability and economy of maintenance. Standards for new work shall be used as a guide for making repairs to existing materials in type and color.
- **MATERIALS-** Paint shall be well ground, shall not excessively settle, cake, or thicken in the container, shall be easily mixed to a smooth consistency and have brushing properties. Paint shall be ready mixed, except that tinting may be done on the job. All paint materials shall be delivered in original unopened containers, with label and tags intact. All materials shall used for the purpose for which they were manufactured. Additions of thinning material are not permitted unless recommended by the manufacturer. *NOTE: LEAD-BASED PAINTS ARE NOT PERMITTED OR ACCEPTABLE.*
- **ALTERNATE EXTERIOR APPLICATION-** Exterior paint may be applied by airless spay painting equipment. This alternate application requires a minimum of two coats of paint. Additional coats may be required for sufficient coverage. Approved paint shall be ready mixed and used as supplied by manufacturer without thinning.

12:1 EXTERIOR TWO COAT LATEX- Exterior walls, trim and other exposed wood shall have two (2) coats of mildew, fade resistant exterior grade, latex paint, applied in accordance with manufacturer's instructions.

12:2 EXTERIOR ONE COAT LATEX- Should structure have been recently painted one coat and existing finish does not require removal or scraping and is in acceptable condition, apply one coat of mildew, fade resistant exterior grade latex paint, in accordance with manufacturer's instructions.

12:3 EXTERIOR MASONRY PAINT- See Masonry Spec. 8:2.

12:4 INTERIOR DRYWALL, CEILINGS AND WALLS- New drywall textured products shall be painted with two coats of latex enamel paint (color selected by owner), minimum 12 year warranty, applied to manufacturer's recommendation. If painting over existing, one coat is sufficient if results provide adequate coverage. Apply by roller or brush.

12:5 INTERIOR WOOD- New wood doors, wood trim, and other finish woodwork shall be painted with two coats of latex enamel paint (color selected by owner), minimum 12 year warranty, applied to manufacturer's recommendations. If painting over existing, one coat is sufficient for either paint or varnish, if results provide adequate coverage. (Supersedes Spec. 12:6)

12:6 CAULKING EXTERIOR- Completely close and seal all openings, penetrations, cracks or joints including, but not limited to, perimeter of frames around doors, windows, and where other type wall materials join dissimilar materials. Existing loose or brittle caulking or caulking not effectively sealing, shall be removed and replaced with new material.

- A. Include all material, labor and equipment required to complete caulking as hereinafter specified.
- B. (1) Caulking compound shall be acrylic latex painter's caulk, minimum 25 year durability guarantee, suitable for exterior application. (2) Joint Filler: Closed cell sponge rubber, polyethylene, vinyl tubing or closed cell urethane foam rope.
- C. (1) All joints shall be thoroughly cleaned out, all dust and loose material removed and surface completely cured and dry before application of caulking compound. Caulking shall be applied around all windows, doorframes, louvers, where piping penetrates exterior wall and elsewhere as required. Install in strict accordance with manufacturer's directions. Apply by method best suited to the job conditions. Depth of joint shall be equal to slightly greater than width. Do not install caulking compound in joints wider than $\frac{3}{4}$ " thick by $\frac{1}{2}$ " deep. Where necessary, pack joints with filler. Diameter of back-up material shall be approximately 30 percent greater than normal width of joint. Completely fill joints with compound. Smooth with a finishing tool dipped in an approved solvent. Finish flush with adjacent surfaces.
- D. All excess caulking compound shall be removed immediately with a solvent, light wire brushing, or sanding. All adjacent surfaces shall be left clean and free from stains.

12:7 CAULKING INTERIOR- Completely close and seal all openings, penetrations, cracks or joints including, but not limited to, casings around doors and windows, wood trim and

moldings, and where vinyl flooring meets base or shoe molding. Existing loose or brittle caulking or caulking not effectively sealing, shall be removed and replaced with new material. Compound shall be acrylic latex painter's caulk, minimum 25 year durability guarantee. Excess compound shall be removed with manufacturer's recommended solvent or by brushing or sanding. Adjacent surfaces must be clean and free from stains.

12:8 EXTERIOR TWO COAT ON IRON OR STEEL- Exterior iron columns, steel railings, etc., shall have one coat of metal primer and two coats of rust preventive oil base enamel.

13. NEW CONSTRUCTION, ADDITIONS, ENLARGEMENTS - Not permitted.

14. BUILT-IN SPACES

14:1 COUNTERTOPS AND COVERING- Existing tops must be repaired or replaced before covering is applied. Repair base to sound condition with clean surface, should new base be required, material shall be $\frac{3}{4}$ " plywood or written approved equal. New covering material shall be securely bonded to base. Top covering material shall be waterproof and washable sheet plastic laminate, vinyl plastic, linoleum, or other equivalent material suitable for its intended use as called for in the work write-up. At least a 4" high backsplash shall be provided where abutting walls. Trim or edging shall be metal, or edges shall be of same covering material as cabinet top. All corner and edge trim, if metal, shall be rust resistant. All joints and under trim shall be properly sealed with an approved waterproof sealant to prevent entrance of moisture.

14:2 TUB ENCLOSURE- Shall completely enclose all area below finish lip of tub. Materials shall be non-absorbent of same type as existing, provided it is a durable surface as called for (See Spec. 10:2)

14.3 BUILT-IN OVEN AND/OR COOKING UNITS- Manufacturer's recommended installation instructions and templates shall be followed and used. (See Millwork Spec. 11:1 for materials and construction requirements.)

14:4 CLOSETS, CLOTHES- Existing closets shall be provided with upper shelves approximately 12" wide with securely mounted hanging rods.

14.5 LAUNDRY FACILITIES SPACE- Provide adequate and/or repair existing in kitchen or other suitable space.

14.6 STORAGE FACILITIES SPACE- INTERIOR- Repair existing. Provide shelving if necessary.

15. ATTIC AREA

15:1 VENTS- Existing attic vents and louvers shall be repaired if economically feasible. New shall be of either minimum 26 gauge galvanized metal or wood. They shall be of adequate size to ensure proper cross ventilation of the attic space and be provided with a minimum of $\frac{1}{4}$ "x $\frac{1}{4}$ " mesh bird screen for protection. Install vents watertight to structure. (See Paint Finish 12:8)

15:2 ACCESS DOOR OR STAIRS- Repair existing if feasible. If new, access opening to be of adequate size, minimum 22"x 30", to accommodate entrance to all of the attic area and of

sufficient size to service or remove existing mechanical equipment from this area. If installing attic stairs, unit shall be tri-fold, with full width main hinge, 1"x 4" treads, and sanded plywood door. All openings to be trimmed with 2-¼" base molding, primed and painted with Latex Enamel.

15.3 INSULATION, ATTIC SPACE- BATT OR ROLL TYPE- Roof/ceiling insulation shall be installed in a manner that permits inspection of the manufacturer's R-value identification mark, where blown-in or sprayed insulation is applied. The installer shall provide a certification of the initial installed thickness, settled thickness, coverage area and number of bags of insulation material installed. Markers shall be installed every 300 sq ft of attic area, attached to trusses, rafters or joist with 1' numbers to indicate installed thickness.

15:4 INSULATION, ATTIC SPACE, LOOSE FILL, MACHINE BLOWN- Shall be approved and in general conformance with the requirements of Federal Specification HH I- 515 C and ASTM C739 and bear Underwriter's Laboratories Inc. Fire Hazard Classification and label service, noncombustible, UL machine blown only over habitable heated areas. Installed density to be R-30.

CAUTION: To prevent condensation, a positive movement of air out of the attic area is essential. For batt or roll type insulation with vapor barrier, one square foot (1 SQ FT) of free vent area shall be provided for each 300 SQ FT of attic floor area. For loose machine blown insulation, provided one square foot (1 SQ FT) of free vent area for each 150 SQ FT of attic floor area.

16. MECHANICAL

16:1 VENTILATORS- All mechanical ventilators shall be vented through the roof and shall be covered with a rainproof hood or cap of galvanized metal. For use in bathrooms without other means of ventilation. Minimum 70 CFM, wired to operate from a wall switch.

16.2 VENT HOOD- KITCHEN – To be installed in accordance with manufacturer's instructions. Type (vented or re-circulating) and size to be specified in bid document. Must provide a minimum of 160 CFM fan speed.

16:3 CENTRAL HEATING/AIR- EXISTING OR NEW- Repair existing if feasible. If not existing and only source of heat is space heaters or wall/floor furnaces, and only source of air conditioning is window units, install a central heating/air system sized according to Manual "J" load calculation. Furnace must be capable of heating all habitable rooms and baths to at least 70 degrees F at a distance 3' above the floor. Provide 13 SEER condenser with matching evaporator coil, liquid line dryer, copper line sets, insulated ductwork and plenum, directional registers, return air, programmable thermostat, power supply and breaker, furnace supply line, flue vent through roof with flashing, condenser slab and electric disconnect at condenser. Wall furnaces and gas space heaters will be removed unless otherwise noted in the work write-up. All mechanical work shall be performed by a licensed HVAC contractor, inspected, and approved by the City of Atlanta Bureau of Building.

17. PLUMBING

17:0 GENERAL REQUIREMENTS- All plumbing components, installation, and modifications which are required by the work write up or by the city plumbing code shall meet all the requirements of the codes and ordinances of the City of Atlanta. All plumbing shall be safe and in good working condition with adequate supply of both cold and hot water.

17:1 STACKS (VENTS), WATER LINES- Existing stacks exposed at the exterior walls shall remain and be satisfactorily repaired. Stacks or plumbing vents for new construction shall be concealed within the walls using schedule 40 polyvinyl chloride pipe and fittings. All stacks and vents with acceptable flashing shall extend through and above the roof. New water supply lines must be type "M" copper or approved type by the City of Atlanta Bureau of Building, located inside wall cavities and pressure tested to 125 psi for 30 minutes. A dielectric fitting is required between piping of dissimilar metals. All water lines above grade and not inside an insulated cavity or ceiling/attic space will be freeze protected with ½" fiberglass insulation or ¾" approved rubber insulation, sealed at joints. All installations shall meet the City of Atlanta Plumbing Code.

17:2 SEPTIC TANK- Provided municipal sanitary sewer is available, septic tank must be removed. Removal shall be done in such a manner as to cause a minimum amount of damage to the surrounding structures and landscaping. A permitted liquid waste hauler with the City of Atlanta must pump the septic tank and remove all liquid wastewater. The liquid waste hauler must provide a trip ticket, a copy of which must be provided to HNS and the City of Atlanta Environmental Services Department. After the tank has been emptied, it should be crushed and filled to the ground level with fill materials less than 3" in diameter. The fill must be free of organic material and construction debris and be of such consistency and compaction to prevent subsequent settling. Provide necessary sanitary sewer and connections, with clean out, for new yard lines.

17:3 WATER HEATER- New water heater shall be of capacity as called for in the work write-up with a minimum 6-year warranty.

Gas water heaters shall include approved flue, T&P discharge line to outside structure, combustion air from outside (under house or attic), gas stop valve and flex water lines with a cold water gate valve. Install according to manufacturer's recommendations and City of Atlanta Plumbing Code.

Electric water heaters shall including electrical connection, T&P discharge line to outside structure, and flex water lines with a cold water gate valve. Water heaters of appropriate additional storage capacity to compensate for low heating capacity are acceptable. Relocation of water heater required by inadequate clearance, location in areas prohibited by the property rehabilitation standards, etc., shall be re-installed in a location approved by the administering agency, in a serviceable condition with required vents and accessories as required by city codes and ordinances. Water heaters in confined areas must have openings for adequate combustion air.

Recovery rates vary with the type of fuel used. Generally, gas-fired water heaters have a higher recovery rate than electric water heaters. Low recovery rates can be compensated

for by the provision of a larger storage capacity. As a general guide, the following sizing chart shall be used in determining the storage capacity of a water heater.

Tankless water heaters shall be considered a good option as they will save the homeowner money from the moment they are installed. A gas-version is recommended since the electrical requirements needs to be able to handle the electrical load needed.

Gas Water Heater

- 30 gallon 3 to 4 people
- 40 gallon 4 to 5 people
- 50 gallon 5 or more people

Electric Water Heater

- 30 gallon 2 to 3 people
- 40 gallon 3 to 4 people
- 50 gallon 4 to 5 people

17:4 TPR VALVES- Existing or new water heaters shall be equipped with self-closing temperature and pressure relief valve properly sized.

17:5 SINK-DOUBLE- Replace kitchen sink with stainless steel double basin sink, minimum 6" deep, 30" self-rim unit including strainers and drain plugs, trap, continuous waste and escutcheons. Rim to be sealed to countertop with standard sealer.

17:6 SINK-SINGLE- For bathrooms, install 24W" x 18"D cultured marble vanity top with integral backsplash and sink. .

17:7 "P" TRAP- Shall be provided to meet City of Atlanta Plumbing Code.

17:8 FAUCETS- Shall be new. Brand and type as specified in bid document. Faucets must be chrome plated brass and not requiring washers. All fixtures shall be of the anti-scald type.

17:9 GAS METER- RELOCATE- Existing must be removed from under or within a structure. Locate equipment as required by city codes and ordinances.

17:10 TOILET- If existing is unusable, unsanitary, or not repairable, replace with new 2-piece, vitreous china toilet, complete with 1.6 gallon tank and lid, bowl, toilet seat, wax ring with sleeve, two flange bolts with caps, connected to a valved supply line. A WaterSense toilet or other water saving toilet needs to be installed. Existing fixture, if repaired, shall operate satisfactorily.

17:11 LAVATORY- Unless otherwise called for in the work write-up, replace lavatory base cabinet with a 24"Wx18"Dx31-1/2"H modular unit with veneer interior, solid wood face and door frames, single or double door. Lavatory top shall be 24W"x18"D cultured marble with integral backsplash and sink.

17:12 TUB AND/OR SHOWER- If existing is unusable, unsanitary, or not repairable, replace bathtub with an American Standard Americast #230902.020 tub, complete with lever

operated pop up drain and trap overflow, water and waste connections, tub filler, shower flange, shower head and shower curtain rod. If shower only, replace shower base to a 36" acrylic with fiberglass reinforcement, terraced side walls, front water dam, molded-in slip resistant floor pattern, center draining, or vinyl shower pan with double seal shower drain, built up with fall to drain and ceramic tile.

17:13 SANITARY SEWER LINE- NEW- Shall be installed with proper fall and with free flowing operation and with connection to municipal system. Repair existing sewer lines if not in reasonable operating condition and free flowing. Sewer drains and clean-outs from fixtures must be without leaks and in good repair.

17:14 WASHER/DRYER CONNECTIONS- New or replaced washer connections must be recessed mounted box in the wall with proper drain and vent piping, hot and cold water supply including valves. Dryer venting must be ducted through the exterior wall or to the exterior via a crawl space. All openings must be rodent and weatherproof. The washer/dryer connection locations need to make sense for the whole house layout. The washer/dryer located on a rear non-insulated porch or in the dugout crawlspace is not an acceptable location to place these connections.

17:15 LANDSCAPING/GRASS RELAY- All trench or ditch work will be properly leveled and graded. Replacement of any damaged landscaping or sod will be included in the cost for that project.

18. ELECTRICAL

18:0 GENERAL REQUIREMENTS- All fixtures, receptacles, equipment and wiring shall be maintained in a state of good repair, safe, capable of being used, and installed and connected to the source of electric power in accordance with the adopted electrical code of the City of Atlanta Bureau of Building. All existing and/or newly installed wiring both interior and exterior including switch legs shall be concealed within the wall. If this is not possible all interior wiring shall be placed in decorative metal raceways. One half inch or larger thin wall conduit is acceptable for wire encasement on exterior areas only.

- a. Rehabilitation of residential electrical systems must meet guideline requirements of the City of Atlanta Building Inspection Department. Including the possibility that the electrical service panel will need to be relocated due to lack of required clearance in front of the panel.
- b. The minimum capacity of the service supply and the main disconnect switch shall be sufficient to adequately carry the total load required in accordance with the electrical code of the City of Atlanta Building Inspection Department. The minimum panel replacement size shall be 150 Amp
- c. Every habitable room shall contain, at a minimum, 2 separate and remote wall type electric convenience outlets. Habitable rooms over 120 SQ FT shall contain, at a minimum, 3 separate and remote wall type electrical convenience outlets. Temporary wiring, extension or zip cords shall not be used as permanent wiring.

- d. Every habitable room shall have at least one (1) ceiling or wall type electric light fixture, controlled by a wall switch, or a wall type grounded electric convenience outlet controlled by a remote switch.
- e. Every toilet room, bathroom, laundry, furnace room, and hallway shall contain at least one (1) supplied ceiling or wall type electric light fixture, controlled by a wall switch, and at least 1 wall type grounded electrical convenience outlet. Wall type convenience outlets used in bathrooms, kitchens, within 6' of a water source, or on the exterior of the structure, shall be of the GFCI type.
- f. All heavy duty appliances, i.e., window air conditioners, freezers, electric stoves, washers, electric dryers, microwaves, etc., shall be supplied with its own proper outlets on separate circuits, as applicable.
- g. All lighting fixtures installed on the exterior shall be UL approved suitable for exterior use.
- h. All broken or missing switch plates or receptacle plates shall be replaced.
- i. Supply light bulbs of the appropriate type for all fixtures.

18:1 SMOKE DETECTOR- All homes will have a hard-wired smoke detector with battery back up located adjacent to all sleeping areas. Install a UL approved, 120-volt AC, dual chamber ionization smoke detector with 9-volt DC battery back up (including battery) complete with rough wiring and outlet box if necessary. (See General Requirements 0:1(g))

18:2 CEILING FANS - Repair existing if feasible. If new, install a minimum 42", 5 blade, 3-speed reversible ceiling fan with light kit and bulbs unless otherwise stated in the work write-up.

18:3 OTHER FIXTURES- If indicated in the work write-up install new or change out existing fixtures accordingly: a) Kitchen light- 48" surface mount (2) bulb fluorescent fixture with wrap around acrylic diffuser. b) Bathroom vanity- 3 light bar fixture with globe bulbs. c) Front/back porch- one bulb wall mount lantern style fixture.

19. DEMOLITION

19:0 GENERAL REQUIREMENTS FOR REMOVAL- Demolition of structures including accessory buildings, sheds, barns, garages, fences, etc. requires complete removal from the premises. Foundations of wood, masonry, concrete, etc. shall be removed to a minimum depth of 12" below existing grade. Floors of concrete or masonry shall be completely removed unless specifically outlined in the write-up as being used for patio, recreation area, etc. Burying of demolition debris on the site is not permitted. Permit is required on any structure greater than 150 square feet.

19:1 SITE WORK, CLEAN UP- Site must be uniformly and adequately graded to prevent ponding of water. All materials, salvageable or otherwise, including rubbish, must be removed from the premises. Demolition area must be raked clean.

20:0 ARCHITECTURAL BARRIER REMOVAL- Removal of architectural barriers is required when accessibility into and through the house is either requested by the client or required by other considerations and approved by the homeowner.

20:1 RAMP INSTALLATION- Work shall comply with all applicable local codes. The following specifications are intended to serve as general guidance. In all cases, local codes shall control design and construction. Material specifications may be exceeded in quality, strength and durability at the discretion of the contractor and written approval of the homeowner and the Rehab Office. These specifications and provisions of city code are the minimum that will be allowed. It is the responsibility of the contractor to (1) acquire permits, (2) supply drawings and plans, and (3) pass all inspections required by the local governmental agency.

20:1.1 SLOPE AND RISE- The least possible slope shall be used for any ramp. The maximum slope of a ramp shall be 1:12. The maximum rise shall be 30 in. The maximum vertical rise between landings is 30".

20:1.2 CLEAR WIDTH- The minimum clear width of a ramp shall be not less than 36 in.

20:1.3 LANDINGS- Ramps shall have level landings at **bottom and top** of each ramp and each ramp run. Landings shall have the following features:

- (1) The landing shall be at least as wide as the ramp run leading to it.
- (2) The landing length shall be a minimum of 60 in. clear.
- (3) If ramps change direction at landings, the minimum landing size shall be 60 in. by 60 in.
- (4) If a doorway is located at a landing, then the area in front of the doorway shall comply with the following:
 - (a) Outward swinging door Width = 5'; Depth = 5'
 - (b) Inward swinging door Width = 5' Depth = 3'
- (5) The ramp landing shall begin at a point level with the house entry door.
- (6) The ramp shall end at a smooth, seamless transition with adjacent surfaces. This shall be accomplished by cutting into existing surfaces, forming, reinforcing and pouring concrete to edge of ramp end point.

THE RAMP END LANDING MUST PROVIDE FOR EASY TRANSFER OF USER FROM LANDING TO A TRANSPORTATION VEHICLE.

20:1.4 HANDRAILS- If a ramp run has a rise greater than 6 in. or a horizontal projection greater than 72 in., then it shall have handrails on both sides. Handrails shall have the following features:

- (1) Handrails shall be provided along both sides of ramp segments. The inside handrail on switchback or dogleg ramps shall always be continuous.
- (2) If handrails are not continuous, they shall extend at least 12 in. beyond the top and bottom of the ramp segment and shall be parallel with the floor or ground surface.
- (3) The clear space between the handrail and the wall shall be 1-1/2 in.
- (4) Gripping surfaces shall be continuous.

- (5) Top of handrail gripping surfaces shall be mounted between 34 in. and 38 in. above ramp surfaces.
- (6) Ends of handrails shall be either rounded or returned smoothly to floor, wall, or post.
- (7) Handrails shall not rotate with their fittings.
- (8) Gripping surfaces shall be uninterrupted by newel posts, other construction elements, or obstructions.
- (9) The diameter of the gripping surfaces of a handrail or grab bar shall be 1-1/4" to 1-1/2" or the shape shall provide an equivalent gripping surface.

20:1.5 REMOVAL OF OBSTRUCTIONS- All barriers to proper ramp construction shall be removed and replaced (if necessary) including but not limited to:

- (1) Existing handrails and support posts
- (2) Existing driveway and sidewalk surfaces
- (3) Landscaping, trees, shrubs etc.
- (4) Existing ramps.

20:1.6 CROSS SLOPE AND SURFACES- The cross slope of ramp surfaces shall be no greater than 1:50. Ramp surfaces shall be slip resistant.

20:1.7 MATERIALS- As specified in the Bid Document

20:2 INTERIOR BARRIER REMOVAL- The doors from the accessible entrance (ramp or otherwise) to the bedroom, kitchen, and bathroom must be a minimum of 36". The floor coverings must be maneuverable for a manual wheelchair to use. Door handles for the above mentioned doors must be levered. The bathroom must be accessible and have grab bars installed or blocking to allow for installation of grab bars at a later date at the toilet and around the shower/tub area. Levered faucets are required.

Date of last update: November 10, 2008

DRAFT

NSP Substantial Amendment Checklist

For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the NSP Substantial Amendment and SF-424.

Contents of an NSP Action Plan Substantial Amendment

Jurisdiction(s): _____ Lead Agency Jurisdiction Web Address: (URL where NSP Substantial Amendment materials are posted)	NSP Contact Person: Address: Telephone: Fax: Email:
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The elements in the substantial amendment required for the Neighborhood Stabilization Program are:

A. AREAS OF GREATEST NEED

Does the submission include summary needs data identifying the geographic areas of greatest need in the grantee's jurisdiction?

Yes ☐ No ☐ Verification found on page ____.

B. DISTRIBUTION AND USES OF FUNDS

Does the submission contain a narrative describing how the distribution and uses of the grantee's NSP funds will meet the requirements of Section 2301(c)(2) of HERA that funds be distributed to the areas of greatest need, including those with the greatest percentage of home foreclosures, with the highest percentage of homes financed by a subprime mortgage related loan, and identified by the grantee as likely to face a significant rise in the rate of home foreclosures?

Yes ☐ No ☐ Verification found on page ____.

Note: The grantee's narrative must address the three stipulated need categories in the NSP statute, but the grantee may also consider other need categories.

C. DEFINITIONS AND DESCRIPTIONS

For the purposes of the NSP, do the narratives include:

- a definition of "blighted structure" in the context of state or local law,
Yes ☐ No ☐ Verification found on page ____.
- a definition of "affordable rents,"
Yes ☐ No ☐ Verification found on page ____.
- a description of how the grantee will ensure continued affordability for NSP assisted housing,
Yes ☐ No ☐ Verification found on page ____.

- a description of housing rehabilitation standards that will apply to NSP assisted activities?

Yes ☐ No ☐ Verification found on page ____.

D. INFORMATION BY ACTIVITY

Does the submission contain information by activity describing how the grantee will use the funds, identifying:

- eligible use of funds under NSP,
Yes ☐ No ☐ Verification found on page ____.
- correlated eligible activity under CDBG,
Yes ☐ No ☐ Verification found on page ____.
- the areas of greatest need addressed by the activity or activities,
Yes ☐ No ☐ Verification found on page ____.
- expected benefit to income-qualified persons or households or areas,
Yes ☐ No ☐ Verification found on page ____.
- appropriate performance measures for the activity,
Yes ☐ No ☐ Verification found on page ____.
- amount of funds budgeted for the activity,
Yes ☐ No ☐ Verification found on page ____.
- the name, location and contact information for the entity that will carry out the activity,
Yes ☐ No ☐ Verification found on page ____.
- expected start and end dates of the activity?
Yes ☐ No ☐ Verification found on page ____.

E. SPECIFIC ACTIVITY REQUIREMENTS

Does each activity narrative describe the general terms under which assistance will be provided, including:

If the activity includes acquisition of real property,

- the discount required for acquisition of foreclosed upon properties,
Yes ☐ No ☐ Verification found on page ____.

If the activity provides financing,

- the range of interest rates (if any),
Yes ☐ No ☐ Verification found on page ____.

If the activity provides housing,

- duration or term of assistance,
Yes ☐ No ☐ Verification found on page ____.
- tenure of beneficiaries (e.g., rental or homeownership),
Yes ☐ No ☐ Verification found on page ____.
- does it ensure continued affordability?
Yes ☐ No ☐ Verification found on page ____.
- does the applicant indicate which activities will count toward the statutory requirement that at least 25% of funds must be used to purchase and redevelop abandoned or foreclosed upon homes or residential properties for housing individuals and families whose incomes do not exceed 50% of area median income?
Yes ☐ No ☐ Verification found on page ____.

F. LOW INCOME TARGETING

- Has the grantee described how it will meet the statutory requirement that at least 25% of funds must be used to purchase and redevelop abandoned or foreclosed upon homes or residential properties for housing individuals and families whose incomes do not exceed 50% of area median income?
Yes ☐ No ☐ Verification found on page ____.
- Has the grantee identified how the estimated amount of funds appropriated or otherwise made available will be used to purchase and redevelop abandoned or foreclosed upon homes or residential properties for housing individuals or families whose incomes do not exceed 50% of area median income?
Yes ☐ No ☐ Verification found on page ____.
Amount budgeted = \$ ____.

G. DEMOLISHMENT OR CONVERSION OF LOW- AND MODERATE-INCOME UNITS

Does grantee plan to demolish or convert any low- and moderate-income dwelling units?

Yes ☐ No ☐ (If no, continue to next heading)
Verification found on page ____.

Does the substantial amendment include:

- The number of low- and moderate-income dwelling units—i.e., $\leq 80\%$ of area median income—reasonably expected to be demolished or converted as a direct result of NSP-assisted activities?
Yes ☐ No ☐ Verification found on page ____.
- The number of NSP affordable housing units made available to low-, moderate-, and middle-income households—i.e., $\leq 120\%$ of area median income—reasonably expected to be produced by activity and income level as provided for in DRGR, by

each NSP activity providing such housing (including a proposed time schedule for commencement and completion)?

Yes ☐ No ☐ Verification found on page ____.

- The number of dwelling units reasonably expected to be made available for households whose income does not exceed 50 percent of area median income?

Yes ☐ No ☐ Verification found on page ____.

H. PUBLIC COMMENT PERIOD

Was the proposed action plan amendment published via the grantee jurisdiction's usual methods and on the Internet for no less than 15 calendar days of public comment?

Yes ☐ No ☐ Verification found on page ____.

Is there a summary of citizen comments included in the final amendment?

Yes ☐ No ☐ Verification found on page ____.

I. WEBSITE PUBLICATION

The following Documents are available on the grantee's website:

- SF 424 Yes ☐ No ☐
- Proposed NSP Substantial Amendment Yes ☐ No ☐
- Final NSP Substantial Amendment Yes ☐ No ☐
- Subsequent NSP Amendments Yes ☐ No ☐

Website URL: _____

K. CERTIFICATIONS

The following certifications are complete and accurate:

- | | | |
|--|------------------------------|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-lobbying | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (3) Authority of Jurisdiction | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (4) Consistency with Plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (5) Acquisition and relocation | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (6) Section 3 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (7) Citizen Participation | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (8) Following Plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (9) Use of funds in 18 months | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (10) Use NSP funds \leq 120 of AMI | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (11) No recovery of capital costs thru special assessments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (12) Excessive Force | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (13) Compliance with anti-discrimination laws | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with lead-based paint procedures | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (15) Compliance with laws | Yes <input type="checkbox"/> | No <input type="checkbox"/> |